

ADVISORY GROUP ON: DUPLICATIVE & NON-ESSENTIAL SERVICES

PROPOSAL#: AGDNES #1

SUBJECT: Supervisor / Employee Ratio **DATE ADOPTED BY ADVISORY GROUP: October 6, 2009**

COMMISSION ACTION: AMENDED \ ADOPTED **DATE: October 27, 2009 **RECOMMENDATION #: 20****

RECOMMENDATION: Department of Social Services should implement on average a 1:8 supervisor-employee report ratio.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
DSS currently has an average 1:5 supervisor-to-direct report management structure. The Council on Accreditation for Social Service Organizations provides 1:8 supervisor-to-direct report employee ratio as a guideline for Social Service Organizations.	DSS to work on implementation where practical and feasible. DSS core mission requires closer ratio - such as Child Welfare.	Reduction of work cost and T.O.	DSS to draft lay-off plan and acquire Civil Service approval	Initial estimates difficult to determine as DSS must review all positions, reorganize, identify specific posts to layoff, calculate termination costs, determine proper classifications, etc. DSS expects significant and more definitive savings in second year	DSS estimates 45 days to review all positions. Thereafter, DSS estimates six weeks for layoffs to commence