



1415.3 Staff Allocation

[a. Caseload 0-55](#)

[b. Caseload 56-299](#)

[Administrator](#)

[Caseworker](#)

[Clerical Staff](#)

[Bookkeeper](#)

[c. Caseload 300 or More](#)

[Administrator](#)

[Caseworker](#)

[Casework Supervisor](#)

[Clerical Staff](#)

[Clerical Supervisor](#)

[Bookkeeper](#)

The GA Unit, under the supervision of the GA Supervisor, consists of employees who have the following job titles:

- Administrator
- Casework Supervisor
- Caseworker
- Bookkeeper Supervisor
- Bookkeeper
- Clerical Supervisor
- Stenographer
- Clerk Typist
- Clerk

Within each of the salary ranges for these job titles, provision is made for 6 annual increases, provided job performance and tenure merit such increases. Employees may be paid less than these amounts, but not more.

The GA Supervisor is responsible for determining within the total number of allowable staff, which job titles are needed to perform the duties required in their GA Unit. Such plan is subject to review and approval by DHS. In addition, when circumstances warrant consideration, the Department may allow an exception to the normal staffing allocation formula. Refer to **[PO-1415.4](#)** for exceptions and **[PO-1415 Attachments I, II, and III](#)** for specific information concerning job titles.

The total number of professional non-supervisory staff allowed is based on caseload size. For purposes of allocating staff, Caseworker I and Caseworker II, but not Casework Supervisor, are considered professional staff. When requesting a change in staffing, compute average monthly caseload size by totaling all cases as shown in Item I.A. on General Assistance Monthly Report and Request for State Funds (Form 787) for each of the preceding 12 months and then dividing by 12. The resulting figure is the average monthly case count.

DHS approval of staff allocation to each GA Unit is required and is based on the monthly case count and the following criteria provided the GA Unit performance complies with DHS standards. Earnfare slots are also considered in the staff allocation process.

a. Caseload 0-55

When the average monthly case count for the previous year is 55 or less, the allowable staff for the GA Unit is one employee. The employee performs all the duties and responsibilities required in the operation of a GA Unit office.

b. Caseload 56-299

When the average monthly case count for the previous year is 56-299, determine the number of staff allowed as follows:

Administrator

One employee designated as administrator is allowed.

Caseworker

Divide the case count by 90 to determine the number of professional staff allowed. When dividing, always round-up upward when the result contains a fraction of .50 or above. **For example**, 2.50 to 2.99 would be rounded to 3, 2.01 to 2.49 would be rounded to 2.

Clerical Staff

Determine the number of clerical staff allowed by dividing the number (rounded) of professional staff by 2.33. Round the result up or down, as explained above.

Bookkeeper

For Units of 150-299, one employee designated as Bookkeeper I is allowed. The bookkeeper is not considered part of clerical staff for allocation purposes.

A Casework Supervisor is not allowed in Units with a monthly case count under 299.

c. Caseload 300 or More

When the average monthly case count for the previous year is 300 or more, determine staff that may be allowed as follows:

Administrator

One employee, designated as Administrator, is allowed. The specific Administrator classification is determined by average monthly case count.

Caseworker

Determine the number of non-supervisory professional staff allowed by dividing the average monthly case count for the previous year by 90. The result is the total number of Caseworker I, II, and III positions allowed. Round upward or downward as explained in b.

Casework Supervisor

The number of casework supervisory staff allowed is determined by dividing the total number of professional staff by 7. An allocation for a supervisor is only allowed in multiples of 7.

Example: A Unit with a total professional staff allocation of at least 7 but not more than 13, is allowed one supervisor. A 2nd supervisor is not allowed until the total staff allocation reaches 14.

Clerical Staff

Determine the total number of clerical staff allowed by dividing the total number of professional staff, including casework supervisor but excluding Administrator, by 2.33. Round upward or downward as explained in b.

Clerical Supervisor

Determine the number of supervisory clerical staff allowed by dividing the total number of clerical staff by 7. An allocation for supervisor is only allowed in multiples of 7.

Bookkeeper

One employee designated as Bookkeeper I, II, III, or Bookkeeper Supervisor, based on caseload size, is allowed. The bookkeeper is not considered part of clerical staff for allocation purposes.