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May 22, 1980

State California

SECTION 5 PERSONNEL ADMINISTRATION

Citation

42 CFR 432.10(a)
AT-78-90
AT-79-23
AT-80-34

5.1 Standards of Personnel Administration

- (a) The Medicaid agency has established and will maintain methods of personnel administration in conformity with standards prescribed by the U.S. Civil Service Commission in accordance with Section 208 of the Intergovernmental Personnel Act of 1970 and the regulations on Administration of the Standards for a Merit System of Personnel Administration, 5 CFR Part 900, Subpart F. All requirements of 42 CFR 432.10 are met.

The plan is locally administered and State-supervised. The requirements of 42 CFR 432.10 with respect to local agency administration are met.

(b) Affirmative Action Plan

The Medicaid agency has in effect an affirmative action plan for equal employment opportunity that includes specific action steps and timetables and meets all other requirements of 5 CFR Part 900, Subpart F.

TN # _____
Supersedes _____
TN # _____

Approval Date _____ Effective Date _____

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State California

5.2 [Reserved]

TN # _____
Supersedes _____
TN # _____

Approval Date _____

Effective Date _____

Citation

5.3 Training Programs; Subprofessional and
Volunteer Programs

42 CFR, Part 432,
Subpart B

The Medicaid agency meets the requirements of 42 CFR Part 432, Subpart B, with respect to a training program for agency personnel and the training and use of subprofessional staff and volunteers. Attachment 5.3-A describes the training programs.

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Job-Required Training

This category represents the training required to meet performance standards of the individual's present job.

Job-Related Training

This category represents the training required to improve performance above the acceptable level of competency of the individual's present job.

Upward Mobility Training

This category represents the individual's access to movement, such as:

1. From low paying classes with minimal career opportunities into higher paying classes with broader career opportunities;
2. Up within class series from entry level into journey levels; and
3. Into classifications which traditionally have had little or no utilization of minorities, women and the disabled.

Career-Related Training

This category represents the training required to assist an individual to achieve his/her career potential.

In-Service Training

This category represents any training that the Department staff sponsors or provides.

Out-Service Training

This category represents any training that is offered outside of the provision or sponsorship of the Department.

Volunteers

Counties utilize the services of volunteers as demonstrated in the Sacramento County Welfare Department (CWD). This CWD uses volunteers as Driver Escorts to transport Medi-Cal patients to and from medical appointments.

The Department utilizes volunteers throughout various programs. For example, the Department's Employees Assistance Program utilizes a college student who is majoring in medical social work. This student consults with employees who are experiencing personal or work-related problems. Another example is the Department's Training and Recruitment Section which utilizes a Student Assistant who may represent the Department at colleges to discuss the Department's affirmative action program. Volunteers are trained and provided with the necessary materials related to the project in which the volunteer is assigned. In addition, the Department's External Affairs Division utilizes volunteers as appointees to various advisory committees including the Medicaid Advisory Committee. These volunteers report to the Department on their findings on a particular issue and make recommendations/suggestions.

Merit System

The Department provides for a Merit System which grants annual salary increases to individuals who have been certified as meeting the standards of efficiency required.

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