



Contra
Costa
County

Department of Child Support Services
Linda M. Dippel, Director

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To: Kevin Corrigan
From: Adrienne Todd
Date: February 18, 2009
Subject: Freeze Exemption Request

Please let this serve as request for approval of the Position Adjustment Request to delete 2 Child Support Assistant positions and 1 Account Clerk Experienced Level and create 3 Child Support Specialist I positions and for the granting of a freeze exemption.

DCSS has recently converted to the statewide child support computer application, CSE. This system provides a level of automation that has changed the level of work that is assigned to our staff. Converting the 3 lower level positions to Child Support Specialist I positions will provide the department greater ability to assign work to the appropriate level of staff.

The 2 Child Support Assistant positions and 1 Account Clerk Experienced Level position are currently vacant and funded. DCSS is fully Federal and State funded and does not impact the County General Fund.

Please contact me directly at 925-313-4454 should you need any additional information.

Thank you for your consideration.

Approved
Kevin Corrigan
3/20/09