



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: January 9, 2018

Subject: Add One Child Support Supervisor Position and Cancel One Child Support Information Systems Analyst Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22217 to add one (1) position of Child Support Supervisor (SMNA)(represented) full time position at Salary Plan and Grade ZA5 1546 (\$5,510-\$6,698) and cancel one (1) Child Support Information Systems Analyst (LTWJ)(represented) vacant position #11898 at Salary Plan and Grade ZA5 1594 (\$5,778-\$7,024) in the Department of Child Support Services (DCSS).

FISCAL IMPACT:

This transaction will result in an annual salary savings of \$11,585. The department is funded 100% by the State.

BACKGROUND:

The Department of Child Support Services (DCSS) has one (1) Child Support Information Systems Analyst position that is currently vacant. Now that DCSS is on a statewide child support enforcement system, the duties of the position have significantly reduced and evolved to more data, performance and statistical analysis functions related to performance rather than system functionality. Therefore, DCSS requests to cancel the Child Support Information Systems Analyst position and add one (1) Child Support Supervisor position to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/09/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 9, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Melinda Self,
925-957-2380

cc: Melinda Self

absorb the data, performance and statistical analysis duties of the Child Support Information Systems Analyst position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, DCSS will continue to disperse its critical analytics functions to various workers throughout the department, diluting the effectiveness of data and statistics analysis, and hindering targeted work to improve efficiencies and the successful collection of child support.

ATTACHMENTS

AIR 32184 P300 22217