



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Linda Dippel, Child Support Services Director  
Date: September 13, 2016

Subject: Cancel one (1) Accounting Technician position and add one (1) Child Support Specialist III position in the Dept of Child Support Services

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21915 to add one (1) full-time Child Support Specialist III (SMTA) (represented) position at salary plan and grade QV5 1359 (\$4,274 - \$5,195) and cancel one (1) full-time Accounting Technician (JD7A) (represented) vacant position #12922 at salary plan and grade 3RX 1236 (\$3,925 - \$5,013) in the Department of Child Support Services.

**FISCAL IMPACT:**

This transaction will result in a net salary savings.

**BACKGROUND:**

The Department of Child Support Services (DCSS) has examined its current staffing and work assignments. Maintaining adequate staffing levels has increasingly become more of a challenge. With the recent attrition of a fiscal position, DCSS is looking to broaden the flexibility in assigning fiscal related work. Adding a Child Support Specialist III position, whose job responsibilities encompass the entire range of child support casework, will allow

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **09/13/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, 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: September 13, 2016

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

By: Chris Heck, Deputy

Contact: Adrienne Todd, (925)  
313-4454

cc: Adrienne Todd

DCSS to better allocate staffing resources and increased flexibility in assigning work.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, DCSS would limit its flexibility in assigning work that encompass the entire range of child support casework.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

AIR 26875 P300 No. 21915 Add and Cancel DCSS BOS Date 9.13.2016