



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 10, 2017

Subject: APPOINTMENT OF COUNTY DIRECTOR OF CHILD SUPPORT SERVICES - MELINDA SELF

RECOMMENDATION(S):

1. APPOINT Melinda Self to the position of Director of Child Support Services - Exempt at Step 5 of the salary range effective January 11, 2017 with the following additional terms of employment:
 - a. Annual reimbursement of California State Bar membership Dues (but not penalty fees).
 - b. All other benefits as provided in the current Management Resolution applicable to the position of Director of Child Support Services - Exempt.

FISCAL IMPACT:

The estimated annual County cost for the Director of Child Support - Exempt position is \$310,365 of which \$53,258 is pension costs. The estimated cost for the five and one half months remaining in fiscal year 2016/2017 is \$142,251, of which \$24,409 is pension cost. All costs are budgeted in the Child Support Services Fund within the Child Support Services Department operating budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/10/2017** ☒ 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 10, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Allison Picard (925)
335-1096

cc:

BACKGROUND:

In October of 2016, the County commenced a recruitment to fill the Director of Child Support Services – Exempt position which has been filled by former Director of Child Support Services – Exempt and retired annuitant Linda Dippel since her retirement.

On October 13, 2016, the recruitment for a new Director of Child Support Services began. The County advertised the position nationwide but with particular emphasis on the west coast region. Ads were placed with the California State Association of Counties (CSAC), the International City/County Management Association (ICMA), the Child Support Directors' Association (CSDA), the National Child Support Enforcement Association (NCSEA), GovernmentJobs.com, and LinkedIn. Invitations and recruitment brochures were also sent via electronic mail to a number of potential candidates. The six (6) week recruitment garnered 48 applications. The applications were screened and four (4) semi-finalists were forwarded to the County Selection Committee on December 15, 2016.

Steven Eldred, Director of Child Support Services, County of Orange, Dianne Dinsmore, Director of Human Resources – Exempt, Contra Costa County, and I comprised the County Selection Committee.

Following the interviews and reference and background checks, I selected Melinda Self for the position.

Ms. Self holds a Bachelor's Degree in Business Administration from the University of Phoenix and a Juris Doctor from John F. Kennedy Law School. She currently serves as the Supervising Attorney and an Executive Team member for the Contra Costa County Department of Child Support Services after holding posts of Managing Attorney for the City and County of San Francisco, Department of Child Support Services, Advanced Child Support Services Attorney for the Contra Costa County Department of Child Support Services, and Attorney/Partner for the firm of Pedder, Stover, Hessletine, Walker & Self. Melinda is an active member of the Child Support Directors' Association serving on the Legal Practices and Attorney Faculty Training Committees. Ms. Self is the recipient of the 2015 Award of Appreciation for Dedication and Leadership as Committee Chair of the 2015 National Child Support Attorney College, the 2013 CSDA Outstanding Individual Achievement Award for Manager/Supervisor for a Statewide Impact and the 2005 WICSEC Outstanding Individual Achievement Award for Technical/Line Staff. As a child support services professional serving in a number of capacities, Ms. Self brings with her 15 years of experience in child support services administrative and management positions along with twenty-five (25) years of legal expertise. Melinda looks to utilize her highly regarded technical and legal abilities and hands-on approach to lead Costa County's Department of Child Support Services and to continue to expand on its distinguished innovation and automation.

CONSEQUENCE OF NEGATIVE ACTION:

The Director of Child Support Services – Exempt position will remain vacant.