



**Contra
Costa
County**

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

Subject: Cancel One Child Support Services Manager Position and Reallocate Salary Schedule for Child Support Services Manager

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22214 to cancel one (1) Child Support Services Manager (9CDA) (unrepresented) vacant position #11609 and reallocate the classification of Child Support Services Manager (9CDA) (unrepresented) from salary plan and grade B85 1798 (\$7,074-\$8,599) to salary plan and grade B85 1798 (\$8,181-\$9,945) on the Salary Schedule, as recommended by the Department of Child Support Services Director.

FISCAL IMPACT:

This transaction will result in an annual salary savings of \$114,089. The department is funded 100% by the State.

BACKGROUND:

The Department of Child Support Services (DCSS) has undergone significant changes due to a sixteen-year flat-funded budget and an evolving program, and it is in the best interest of DCSS to eliminate one of its four Child Support Services (CSS) Manager positions. A recent job analysis report confirmed that the CSS Manager positions have assumed increased responsibilities. The CSS Manager duties and responsibilities have also become

☒ 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

more complex as the program has evolved. The current salary for the CSS Manager classification is 15.65% lower than the median salaries of comparable classifications in other Bay Area child support agencies. In order to compensate the CSS Managers for the added responsibilities and complexities of the job, and to enable DCSS to recruit experienced managers, DCSS is requesting the reallocation of the salary schedule.

CONSEQUENCE OF NEGATIVE ACTION:

If this transaction is not approved, DCSS will have difficulty retaining its CSS Managers and filling vacant CSS Manager positions with experienced managers. The department will have to reassess the duties and responsibility level of the existing CSS Managers, which will have an impact on performance.

ATTACHMENTS

AIR 32186 P300 22214