



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: April 17, 2018

Subject: Establish Chief of Administrative Services Classification and Add One Position in the Department of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22213 to establish the County-wide classification of Chief of Administrative Services (unrepresented) at salary plan and grade B85 1003 (\$8,441 - \$10,260) and add one (1) full-time position in the Department of Child Support Services.

FISCAL IMPACT:

The approval of this transaction will result in an increase in annual personnel cost to the department of \$175,519, with pension costs accounting for \$40,362 of the increase. However, the addition of this position is one component of a department re-organization that is expected to result in a net salary savings of \$117,639. The Department of Child Support Services is 100% funded by the State. There is no County cost associated with this action.

BACKGROUND:

This action is one component of a department reorganization. With the cancellation of one Child Support Services Manager position and the Child Support Services Information

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/17/2018** ☒ 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: April 17, 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

Analyst position, the Department of Child Support Services will need a high management-level position that will manage the performance and compliance duties that were previously conducted by the Child Support Services Information Systems Analyst.

BACKGROUND: (CONT'D)

The Chief of Administrative Services will be responsible for all of the administrative activities of the department, including fiscal, personnel, payroll, training, and performance. The position also includes gathering and analyzing statistics and data to monitor performance and compliance, and recommendations for performance improvement. This position will supervise a team comprised of a Child Support Supervisor, one Child Support Specialist III, two Child Support Specialist II positions, one Administrative Services Assistant III, and one Account Clerk Advanced.

The Human Resources Department analyzed the existing department-specific chief of administrative services classifications currently created and designated to various departments. Given the commonality of the duties across departments, Human Resources recommends consolidating, when appropriate, and establishing a county-wide classification rather than creating additional department-specific classifications. The Chief of Administrative Services will provide County departments a single high level administrative management position that has overall responsibility for the operation of the personnel, fiscal, and administrative functions. Incumbents will report to the department head and serve as a member of the department's executive team.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, DCSS would be limited in its ability to effectively monitor and analyze its performance and its compliance with State and Federal program regulations and performance measures.

ATTACHMENTS

Current Org Chart

Proposed Org Chart

P300 #22213 DCSS