



Contra
Costa
County

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: February 12, 2019

Subject: Add One Child Support Supervisor position and Cancel One Child Support Assistant Supervisor position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22415 to add one (1) Child Support Supervisor (SMNA) (represented) full time position at salary plan and grade ZA5 1546 (\$5,675 - \$6,898), and cancel one (1) vacant Child Support Assistant Supervisor (JJHJ) (represented) position #3548 in salary plan and grade K65 1483 (\$5,332 - \$6,481) in the Department of Child Support Services (DCSS).

FISCAL IMPACT:

This transaction will result in an approximate salary increase of \$5,006 annually. The Department of Child Support Services is fully funded by 66% Federal and 34% State grant funds. There is zero cost to the County General Fund.

BACKGROUND:

The Department of Child Support Services (DCSS) has one vacant Child Support Assistant Supervisor position. The Department restructured teams in March 2018, which caused more Child Support Specialists to be on specialized teams. With this restructuring, another Child Support Supervisor is needed to supervise teams that have both Child Support Assistants and Child Support Specialists on them, which is in the job scope. Therefore, DCSS requests

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/12/2019** ☒ 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: February 12, 2019

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

By: Jami Napier, Deputy

Contact: Sarah Bunnell,
925-313-4433

cc:

to cancel one (1) Child Support Assistant Supervisor position and add one (1) Child Support Supervisor position to supervise and support DCSS teams.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the existent Child Support Assistant Supervisor position will be unable to fulfill the specialized knowledge and scope of supervision that is needed in DCSS.

ATTACHMENTS

P300 No. 22415 DCSS