



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Self, Child Support Services Director
Date: July 23, 2019

Subject: Add Three Positions and Cancel Four Positions in the Department of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22469 to cancel two (2) Child Support Assistants (J9VA) (represented) at salary plan and grade 3RX 1033 (\$3,542-\$4,524), vacant position numbers 10744 and 10760, cancel one (1) Accounting Technician (JD7A) (represented) at salary plan and grade 3RX 1236 (\$4,331-\$5,531), vacant position number 12923, and cancel one (1) Account Clerk Advanced Level (JD7D) (represented) at salary plan and grade 3RX 1133 (\$3,911-\$4,995), vacant position number 11606; and, add one (1) Child Support Supervisor (SMNA) (represented) at salary plan and grade ZA5 1546 (\$5,902-\$7,174), add one (1) Administrative Analyst (APWA) (represented) at salary plan and grade ZB5 1277 (\$4,522-\$5,497), and add one (1) Child Support Specialist I (SMWF) (represented) at salary plan and grade QV5 1116 (\$3,855-\$4,686) in the Department of Child Support Services.

FISCAL IMPACT:

Upon approval, this action has an annual cost savings of approximately \$25,813. All positions are funded by allocations from the Federal Government at 66% and State of California at 34%. No impact to the County General Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/23/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Candace Andersen, District II
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: July 23, 2019

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

By: Jami Napier, Deputy

Contact: Sarah Bunnell,
925-313-4433

cc: Sarah Bunnell

BACKGROUND:

The Department of Child Support Services is requesting to cancel two Child Support Assistant, one Accounting Technician, and one Account Clerk Advanced Level positions, and add a Child Support Supervisor and Child Support Specialist positions to align with the Department's strategic plan. These positions are needed to provide core child support services and assist the office in meeting Federal Performance Measures by enforcing orders and increasing collections. With the advancement in computer systems, the department does not have the need for as many accounting positions. The Child Support Specialist positions can handle the existing accounting needs and work cases more holistically. An additional Child Support Supervisor is needed to realign the team so that supervisors can provide adequate supervision and deliver on specialized projects.

Lastly, an Administrative Analyst will be added because it is needed in the Business Administration section to provide assistance to the Administrative Services Officer in areas such as contracts, finance, safety, personnel tracking, inventory management, and other projects.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have the desired staffing levels aligned with its strategic plan goals to meet Federal Performance Measures tied to enforcing orders and increasing collections, to provide adequate supervision and deliver on specialized projects, and provide exceptional assistance to the Administrative Services Officer in areas such as contracts, finance, safety, personnel tracking, and inventory management.

ATTACHMENTS

P300 No. 22469 DCSS