



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Self, Child Support Services Director  
Date: March 10, 2020

Subject: Establish Supervising Attorney-Exempt Classification, Add One Position; and Delete One Chief Assistant Director Position in Child Support Services

## **RECOMMENDATION(S):**

1. ADOPT Position Adjustment Resolution No. 25586 in Child Support Services  
Department to:

- ABOLISH the obsolete Supervising Attorney-Child Support Services (29HA) (unrepresented) classification, and cancel the vacant position (#10858);
- ESTABLISH the classification of Supervising Attorney Child Support Services-Exempt (29H1) (unrepresented) and place on the Salary Schedule at salary level B8E-2376 (\$14,160-\$17,211.76), and add one position;
- APPOINT employee (#87069) to the newly created Supervising Attorney Child Support Services-Exempt (29H1) position at Step 5; and
- CANCEL the Chief Assistant Director of Child Support Services (SMBA) (unrepresented) position #10857.

2. MODIFY Management Resolution No. 2019/507 to replace the Supervising Attorney-Child Support Services (29HA) classification with the Supervising Attorney Child Support Services-Exempt (29H1) classification throughout and specifically in sections 30.13, and 31.12.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2020** ☒ 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: March 10, 2020

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

By: June McHuen, Deputy

Contact: Melinda Self,  
925.957.2380

**FISCAL IMPACT:**

Upon approval, these actions have an annual savings of \$200,500 (100% Federal).

### BACKGROUND:

The classification of Supervising Attorney of Child Support Services is currently designated as exempt from the Merit System in Ordinance 33-5.411. The vacant Supervising Attorney position in Child Support is not designated as exempt. The Supervising Attorney of Child Support Services-Exempt (29H1) classification previously existed. This action will reestablish this exempt classification.

The Department is currently able to absorb the responsibilities of the Chief Assistant Director role, utilizing the Supervising Attorney of Child Support Services-Exempt position. The costs savings associated with deleting this position will be represented in the Fiscal Year 2020/21 Recommended Budget.

### CONSEQUENCE OF NEGATIVE ACTION:

The job classification of Supervising Attorney in the Department of Child Support Services will not accurately reflect Exempt status as outlined in the Ordinance Code and the action will hamper the Department's ability to operate in an efficient manner.

### ATTACHMENTS

P300