



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Self, Child Support Services Director  
Date: February 9, 2021

Subject: Add One Child Suppt Mgr and One Network Admin II and Cancel One Child Suppt Asst Sup One Child Suppt Spec I and One Child Suppt Asst

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25681 to add one (1) Child Support Services Manager (9CDA) (unrepresented) full-time position at salary plan and grade BA5 1798 (\$9,027 - \$10,972), add one (1) Network Administrator II (LNSB) (represented) full-time position at salary plan and grade ZA5 1797 (\$7,718 - \$9,381), and cancel one (1) vacant Child Support Assistant Supervisor (JJHJ) (represented) position #3756 in salary plan and grade K65 1483 (\$5,712 - \$6,943), cancel one (1) vacant Child Support Assistant (J9VA) (represented) position #3733 in salary plan and grade 3RX 1033 (\$3,649 - \$4,659), cancel one (1) vacant Child Support Specialist I (SMWF) (represented) position #17826 in salary plan and grade QV5 1116 (\$3,971 - \$4,826) in the Department of Child Support Services (DCSS).

### **FISCAL IMPACT:**

This transaction will result in an approximate salary increase of \$55,053 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:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/09/2021** ☒ 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 9, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Sarah Bunnell,  
925-313-4433

cc: Sylvia Wong-Tam

The Department of Child Support Services (DCSS) cancelled 17 positions

### BACKGROUND: (CONT'D)

with the FY20/21 budget. Due to attrition the department has three (3) vacant positions: one (1) Child Support Assistant Supervisor, one (1) Child Support Assistant, and one (1) Child Support Specialist I position. With the cancellation of these positions, DCSS lost 50% of the management team and 50% of the technology support. To efficiently run the department, an operation manager and a network administrator is needed. Currently, there is one (1) Child Support Services Manager to manage all of the operations with more than 14 Child Support Supervisors and 102 Child Support Specialists and Child Support Assistants. DCSS has two (2) employees assigned to the Systems Support Team to assist with State and County systems, all staff issues, and technology equipment management. Therefore, DCSS requests to cancel one (1) Child Support Assistant Supervisor position, one (1) Child Support Assistant position, one (1) Child Support Specialist I position and add one (1) Child Support Service Manager position and one (1) Network Administrator II position to manage and support DCSS.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will lack management and systems support. Both roles are critical to the daily functions of DCSS.

### ATTACHMENTS

AIR 44382 P300 25681 - Add 1 CSS Manager & 1 Network Administrator II