



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: November 9, 2021

Subject: Add One Director of Child Support Services; Cancel One Director of Child Support Services; Appointment of Director of Child Support Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25824 to add one (1) Director of Child Support Services - Exempt (SMA1) at salary plan and grade BD5 2410 (\$15,178.45 - \$18,449.50) and cancel one (1) Director of Child Support Services - Exempt (SMA 1) (position 10872) effective January 1, 2022; APPOINT Lori Cruz to position Director of Child Support Services – Exempt at Step 4 of the salary range, effective December 6, 2021, including all benefits provided in the current Management Resolution applicable to the position of Director of Child Support Services – Exempt.

FISCAL IMPACT:

The estimated annual County cost for the Director of Child Support Services – Exempt position is \$345,796, of which \$56,489 are pension costs. The estimated cost for the seven months of the remaining fiscal year 2021/2022 is \$201,714, of which \$32,952 are pension costs based on a start date of December 6, 2021. All costs are budgeted in the Child Support Services Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/09/2021** ☒ 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: November 9, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Monica Nino, County Administrator (925) 655-2075

By: June McHuen, Deputy

cc:

BACKGROUND:

In July 2021, Director of Child Support Services Melinda Self informed the County Administrator that she would be retiring effective December 31, 2021. The County contracted with Avery & Associates to conduct the recruitment to fill the vacancy. In early August, the recruitment for a new Director of Child Support Services commenced. Avery Associates advertised the position nationwide. Ads were placed with appropriate industry publications and websites. Invitations and recruitment brochures were sent via traditional and electronic mail to potential candidates targeted by the executive search firm.

The five-week recruitment garnered five (5) applications for further consideration. With the assistance of Avery & Associates, applications were screened, and three (3) semi-finalists were forwarded to the County panel and interviewed on September 30, 2021. The County Interview panel was comprised of Monica Nino, County Administrator, Contra Costa County, Melinda Self, Contra Costa County Director of Child Support Services; Sheryl Bratton, County Administrator, Sonoma County, and facilitated by Paul Kimura, principal of Avery & Associates. Following the interviews, Lori Cruz was selected by the County Administrator for the position of Director of Child Support Services - Exempt.

Ms. Cruz holds a Juris Doctor from Catholic University of America, Columbus School of Law, and a Bachelor of Arts, Political Science and Print Journalism from University of Southern California. She has been a member of the California State Bar since 1989. She has served as the Director of Child Support Services in San Joaquin County from April 2014 to the present date. From June 2002 to April 2014, Ms. Cruz was employed as the Deputy Director of Operations of the Los Angeles County Child Support Services Department. Throughout her career, Ms. Cruz has continually worked to provide excellent child support services, including developing programs to analyze departmental data to measure performance and effectiveness of services, leading a successful statewide effort to obtain significant new funding model for local child support agencies, working collaboratively with outside agencies to provide employment services for child support clientele and developing and implementing a business model reorganization. As the successful incumbent, Ms. Cruz is qualified to continue improving customer service, effectiveness, and positive outcomes in the Department of Child Support Services.

CONSEQUENCE OF NEGATIVE ACTION:

The Director of Child Support Services position will remain vacant, leaving a vulnerable management position in the Department.

ATTACHMENTS

25824 Position Adj. Request