



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Lori Cruz, Child Support Services Director  
Date: January 17, 2023

Subject: Add One Position and Cancel Two Positions in the Department of Child Support Services

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26067 to cancel one (1) Child Support Specialist I (SMWF) (represented) at salary plan and grade QV5 1116 (\$4,294-\$5,220), position number 3606; cancel one (1) Administrative Services Assistant II (APVA) (represented) at salary plan and grade ZB5 1475 (\$6,129-\$7,449), position number 17040; and add one (1) Information Systems Manager I (LTNA) (represented) at salary plan and grade ZA5 1884 (\$9,188-\$12,314) in the Department of Child Support Services, effective January 1, 2023.

**FISCAL IMPACT:**

Upon approval, this action will decrease annual costs by \$35,183. All positions are funded by allocations from the Federal Government at 66% and the State of California at 34%. No impact to the County General Fund.

**BACKGROUND:**

Upon recommendation from the Department of Information Technology and in order to meet the needs of the Department, we are requesting to add one Information Systems Manager I to supervise our current Systems Support Team and serve as a project and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **01/17/2023** ☒ 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

Ken Carlson, 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: January 17, 2023

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

Contact: Jessica Shepard, (925)  
313-4454

By: June McHuen, Deputy

cc:

systems manager on complex information systems projects. The Department previously had one Information Systems Manager II, but due to State budget reductions in fiscal year 2020-2021, we were forced delete the position. We have since received increases to our allocation and have realized the need to prioritize IT Management.

#### 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, increase productivity and ensure adequate supervision in the Systems Support Team.

#### CHILDREN'S IMPACT STATEMENT:

The Department of Child Support Services supports three of the five community outcomes established in the Contra Costa County Children's Report Card: (3) Families that are Economically Self Sufficient, (4) Families that are Safe, Stable and Nurturing, and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

#### ATTACHMENTS

P300 No.26067 DCSS