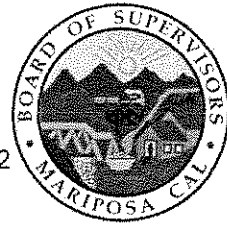




# MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



## **RESOLUTION - ACTION REQUESTED 2013-396**

MEETING: September 17, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Position Allocation Changes in the Child Support Services Dept. and Budget Action

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Allocation of One Full-Time Child Support Specialist II (CSS II) Position in the Child Support Services Department and Authorize Filling the Position with a Promotional Recruitment Effective October 1, 2013; Approve the Elimination of One Full-Time Child Support Office Technician Allocation; and Approve Budget Action Transferring Funds Within the Child Support Budget to Accommodate the Request (\$32,904). The Child Support Office Technician has been preparing for promotion to the CSS II position by being placed in a training assignment since September 11, 2012. The incumbent will meet the minimum qualifications of the CSS II classification on September 11, 2013. These positions are governed by Merit System Services' (MSS)\* positions and MSS has indicated that the incumbent Child Support Office Technician has met the eligibility requirements of the CSS II to compete in the promotional recruitment process.

The Child Support Services Department has a separate source of funding and this proposal will have no impact on the General Fund. Funds are available within the current Child Support Services' budget to cover this action.

\*(MSS is an agency that administers human resource services for the California State Personnel Board. The State Personnel Board requires conformity in positions that are State and federally funded. All of the positions in the Child Support Services Department fall in this category.)

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On November 13, 2012, the Board of Supervisors approved a reorganization in the Child Support Services Department which included eliminating a Child Support Specialist III (CSS III) position because the incumbent was retiring effective December 31, 2012. The duties of the CSS III were delegated to the remaining CSS III employees. This action also informed the Board that for succession planning purposes, the Department would be training the incumbent Child Support Office Technician to prepare the employee for promotion to a CSS II position and that in 2013/2014, the department would be requesting that the Board allocate a CSS II position and eliminate the Child Support Office Technician position.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

A negative action would eliminate succession planning within the Child Support Services Department.

**FINANCIAL IMPACT:**

Sufficient funds were included in the Child Support Services Fiscal Year 2013-14 Budget to accommodate this request. There will be no impact to the General Fund.

**ATTACHMENTS:**

MSS letter re Child Support Specialist (PDF)

Child Support position changes-budget action (PDF)

**CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrator/Office

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Kevin Cann,

**SECONDER:** Merlin Jones,

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0207	515.01.63	Office Technician			32,904
001	0207	515.01.59	CSS II		32,904	
TOTALS					32,904	32,904

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS						

ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or transferring appropriation from Contingencies

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION Redistribution of funds to cover personnel changes within office

DEPT HEAD SIGNATURE *Arlene Huber* DATE 8/22/2013

APPROVED BY RES NO. 13-396 CLERK *Terri LaRode* DATE 9-17-2013

DEPARTMENT *Child Support*

AUDITOR'S USE ONLY
BA #

August 26, 2013

Debbie Walton  
Director, Mariposa County Child Support  
PO Box 748  
Mariposa, Ca. 95338

Re: Training Assignment for Helen Parrish

Dear Ms. Walton,

This letter is to confirm our conversation of August 20, 2013 regarding Ms. Parrish's eligibility to compete in a recruitment process for Child Support Specialist II.

Ms. Parrish was placed in a Child Support Specialist I training assignment under LAPS §17420, on September 11, 2012. LAPS §17420 states: The appointing authority may, with the employee's agreement, and with prior approval of the State Personnel Board Executive Officer, assign an employee duties allocable to another class for the purpose of training. On September 11, 2013, Ms. Parrish will complete one year in this training assignment.

The minimum requirements for a Child Support Specialist II are: One (1) year of experience performing duties comparable to a Child Support Specialist I in a state or local government agency. Therefore, Ms. Parrish will meet the minimum requirements for the Child Support Specialist II classification on September 11, 2013. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez  
Consultant  
(916) 471-3348  
[krodriguez@cps.ca.gov](mailto:krodriguez@cps.ca.gov)

cc: Sandra Laird, Mariposa County Human Resources