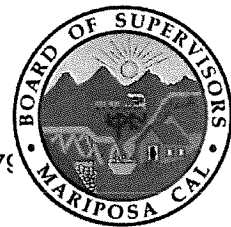


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1379



RESOLUTION - ACTION REQUESTED 2016-166

MEETING: April 12, 2016
TO: The Board of Supervisors
FROM: Steve Johnson, Human Resources Director - Risk Manager
RE: Approve New Classification-Child Support Supervisor and Budget Action

RECOMMENDATION AND JUSTIFICATION:

Effective May 1, 2016, approve a new classification and job description of Child Support Supervisor; set the monthly salary range at \$4,284.20 - \$5,207.77; assign the classification to the Mariposa County Managerial and Confidential Organization (MCMCO) bargaining unit; allocate the position to Child Support Services; and approve budget action transferring funding in the Child Support Services' budget to accommodate the new position (\$10,420).

The current Mariposa County Child Support Services (CSS) Director will be retiring at the end of April 2016. The Board liaisons to this department, along with the County Administrative Officer (CAO), Mariposa CSS Director, and the State CSS Regional Director have been in discussions with the Merced County Department of CSS regarding a consolidation of the administrative function of the two agencies. This consolidation also known as regionalization is being considered because the Federal and State allocations for CSS may not be sufficient in future years to meet the operational costs of the program. Currently this program has no net county cost for Mariposa County.

It is anticipated that the Merced County Board of Supervisors will be considering the regionalization of the two CSS agencies on April 12, 2016. Approval of the regionalization will be brought to the Mariposa County Board of Supervisors on April 19, 2016. The Department had hoped to bring the regionalization before the Board in March, but there were unforeseen delays with Merced County's scheduling of their agenda item. If the regionalization is approved by both counties, the Merced CSS Director will serve as the off-site Director of the Mariposa office.

The requested Child Support Supervisor classification will carry out the day-to-day operations and serve as on-site supervisor in the Mariposa office. The monthly salary range of \$4,284.20 - \$5,207.77 for this new position is 10% above the salary of the Child Support Specialist III, which is highest level classification that the Child Support Supervisor would supervise.

This classification is being requested in advance of approval of the regionalization to accommodate the recruitment time needed by Merit Systems. It is also critical to have

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the position filled by May 1, 2016, so that there will be minimal disruption in services and management of operations with the retirement of the CSS Director.

Funding for the new position will come from utilizing salary savings and there is no impact to the General Fund.

The Mariposa CSS Director has been working with the CAO and State CSS personnel on identifying other options in case the regionalization with Merced County is not approved by one or both of the counties. These options include contracting with another CSS agency for administrative duties, hiring a Permanent Part-Time Director versus a full-time Director, and regionalizing with another local CSS. In all of these options, the requested Child Support Supervisor classification will be necessary to monitor the day-to-day operations of the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

It is required that the Board of Supervisors approves new classifications and job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested classification. A negative action would result in the absence of the day-to-day oversight of the Child Support Services function in Mariposa County.

FINANCIAL IMPACT:

Salary savings will be utilized to fund the new classification. There is no impact to the General Fund.

ATTACHMENTS:

Child Support Supervisor (PDF)
Copy of Budget Action CS Supervisor (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO 4/6/2016

RESULT: ADOPTED [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0207-515	0103	Child Support Director			6,000
001	0207-515	0161	Support Specialist III			4,420
001	0207-515	0158	Child Support Supervisor		10,420	
TOTALS					10,420	10,420

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: Funding for requested Child Support Supervisor classification.

DEPT HEAD SIGNATURE <i>Selma Hecht</i>	DATE <i>3/29/2016</i>
APPROVED BY RES NO <i>16-166</i>	CLERK <i>Tracy Santillana</i> DATE <i>4-15-16</i>
DEPARTMENT: <i>Child Support</i>	AUDITOR'S USE ONLY BA #

CHILD SUPPORT SUPERVISOR

DEFINITION

Under limited supervision, the Child Support Supervisor plans, organizes, and directs a unit of Child Support Specialists and related staff; works with higher level staff to determine staff development needs; and performs related work as required.

Positions in this class differ from those in the class of Child Support Specialist III in that their primary assignment is the supervision of staff. Positions in this class may also carry a limited caseload.

SUPERVISION RECEIVED AND EXERCISED

Exercises direction over technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Plans, prioritizes, and delegates cases and projects to a team of Child Support Specialists and support staff.

Reviews the quantity and quality of work performed by assigned staff on a day-to-day basis.

Researches, develops, and conducts group and/or one-on-one training for new and existing staff.

Coaches/Counsels employees on work performance issues.

Monitors and reviews casework of line staff.

Evaluates employee performance and effectively recommends measures to correct performance deficiencies.

Participates with other supervisors and higher-level staff in determining staff development needs and identifying ways to meet such needs.

Analyzes and evaluates the more complex and sensitive child support cases.

Prepares or assists legal staff in preparing cases for civil or criminal prosecution.

Picks up cases at any stage in the case process to assist coworkers in their caseload or cover for coworkers as necessary.

Participates in hiring interviews and makes recommendations on the selection of new employees.

Works closely with staff assigned to mentor inexperienced staff, coordinating and reviewing their training and development activities and needs.

Promotes harmony, good morale, and cooperative work relations.

May perform State mandated functions, including but not limited to: ombudsperson, customer and community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Basic supervisory principles and practices.

Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations.

Basic and effective investigative principles, research, techniques, and procedures to obtain information for child support cases.

Sources, methods, and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities.

Techniques and methods for establishing paternity.

Child Support specific collection methods and techniques.

Legal terminology used when explaining legal procedures to customers or the public.

When and how to prepare and process a variety of child support related legal documents in a clear and concise manner.

Ability to:

Plan, organize, and prioritize the work of others in order to meet critical deadlines on multiple tasks.

Assist and train newly assigned staff.

Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.

Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.

Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.

Use sound independent judgment to analyze factual information, situations, and people.

Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.

Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.

Effectively use computer and other resources to prepare and manage cases.

Maintain the confidentiality of sensitive or personal information.

Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

EITHER

One (1) year of full-time experience performing duties of a Child Support Specialist III in a state or local government agency;

OR

Two (2) years of full-time experience performing duties of a Child Support Specialist II in a state or local government agency

Education:

High school or GED equivalency is required.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 04/16 (B/S Res. 16-166)

MERIT SYSTEM SERVICES

Date Established: 06/07/02
Date Revised: 04/01/14