



County of El Dorado

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Legislation Text

File #: 10-0041, Version: 1

Human Resources Department recommending adoption of Resolution approving new job specifications and salary ranges for the positions of Supervising Revenue Recovery Officer and Senior Revenue Recovery Officer; and, amending the authorized personnel allocation in Child Support Services deleting one (1) FTE Administrative Services Officer and adding one (1) FTE Supervising Revenue Recovery Officer.

FUNDING: Revenue Collections from various department and agency sources.

Resolution 010-2010

BUDGET SUMMARY:		
Total Estimated Cost	12 months	\$70,447
Funding		
Budgeted	\$70,447	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$70,447	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost:

The annual cost of the Supervising Revenue Recovery Officer at Step 1 would be \$70,447 compared to the annual cost of \$93,373 for an Administrative Services Officer at Step 1 for an overall position cost savings of \$22,926.

Background:

The current authorized personnel allocation for Child Support Services, Revenue Recovery Division, consists of 4.0 Revenue Recovery Officers, 1.0 Fiscal Technician and 1.0 Administrative Services Officer assigned to oversee the program. The Administrative Services Officer position became vacant in November 2009. Child Support Services, in conjunction with the Department of Human Resources, have evaluated the needs of the Division and have determined that continuing to utilize the generalist Administrative Services Officer classification is not optimally efficient in managing the Revenue Recovery function. It is recommended that the current management classification of Administrative Services Officer be deleted and replaced with the new Supervising Revenue Recovery Officer classification, and that a Sr. Revenue Recovery Officer job specification be approved to complete the Revenue Recovery Officer classification series.

Reason for Recommendation:

Staff is recommending the addition of a Supervising Revenue Recovery Officer to enhance the ability of the County to recruit candidates with a background in collections. Utilization of a generalist

classification, such as the currently allocated Administrative Services Officer, could hamper recruitment efforts for this position. The Supervising Revenue Recovery Officer is being recommended as a non-management, supervisory position. Management duties formerly performed by the Administrative Services Officer have been reassigned to other management positions within Child Support Services. Given the span of control and removal of management functions, allocation of this position to a supervisory level is appropriate.

Staff is further recommending approval of a Senior Revenue Recovery Officer classification and salary range, which will not be allocated at this time. A Senior Revenue Recovery Officer classification benefits Child Support Services by allowing additional flexibility in the recruitment process. With this classification, the Department has the ability to select the best available candidate at either the supervisory or senior level. Should the identified candidate meet the qualifications of the Senior Revenue Recovery Officer level only, the Department may elect to underfill the Supervising position, realizing salary savings while retaining the ability of future promotion. Creation of the Senior Revenue Recovery Officer also allows for potential growth of the division, should the allocation of supervisory and senior level classifications simultaneously be necessary and approved.

Action to be taken following Board approval:

Board Chair to sign resolution and forward to Human Resources for implementation.

Contacts: Chris Little, Human Resources; Laura Roth, Child Support Services