



## Legislation Details (With Text)

**File #:** 19-0468 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 3/15/2019 **In control:** Board of Supervisors

**On agenda:** 4/2/2019 **Final action:** 4/2/2019

**Title:** Human Resources Department recommending the Board:  
1) Approve and adopt the new department-specific class specification of Assistant Director of Child Support Services; and  
2) Adopt and authorize the Chair to sign Resolution 046-2019 to approve the following:  
a) Deletion of one (1.0 FTE) vacant Assistant Director of Child Support Services/Chief Attorney allocation and addition of one (1.0 FTE) Assistant Director of Child Support Services allocation in the Department of Child Support Services; and  
b) The job class number, bargaining unit, and salary range for the new classification of Assistant Director of Child Support Services.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Assistant Director of CSS 4-2-19, 2. B - Resolution 4-2-19, 3. C - Approved Blue Route 4-2-19, 4. Executed Resolution 046-2019

Date	Ver.	Action By	Action	Result
4/2/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

- 1) Approve and adopt the new department-specific class specification of Assistant Director of Child Support Services; and
- 2) Adopt and authorize the Chair to sign Resolution **046-2019** to approve the following:
  - a) Deletion of one (1.0 FTE) vacant Assistant Director of Child Support Services/Chief Attorney allocation and addition of one (1.0 FTE) Assistant Director of Child Support Services allocation in the Department of Child Support Services; and
  - b) The job class number, bargaining unit, and salary range for the new classification of Assistant Director of Child Support Services.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

The County currently has a classification entitled Assistant Director of Child Support Services/Chief Attorney. However, with the recent appointment of the former Assistant Director of Child Support Services/Chief Attorney incumbent (who is an attorney) to the Director of Child Support Services position, there is not a current need to utilize the Assistant Director of Child Support Services/Chief Attorney classification, specifically to function as a Chief Attorney. However, the Department continues to need an Assistant Director to assist in the administration and operation of the Department.

As such, the Human Resources Department created, in consultation with the Director, a new

classification of Assistant Director of Child Support Services. Since this classification does not require the incumbent to be an attorney, the hourly salary will be set at \$52.76 - \$64.13, which is lower than the Assistant Director of Child Support Services/Chief Attorney classification.

Upon adoption of the new Assistant Director of Child Support Services classification, the Human Resources department will initiate a recruitment to fill the position, and the County will realize cost savings.

### **ALTERNATIVES**

The Board could choose not to adopt the class specification or approve the add/delete allocation, and request that revisions be made.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Department of Child Support Services

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The adoption and use of the Assistant Director of Child Support Services classification will result in an annual cost savings of \$21,964.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources