



## Legislation Details (With Text)

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**File created:** 7/10/2020      **In control:** Board of Supervisors

**On agenda:** 7/28/2020      **Final action:** 7/28/2020

**Title:** Human Resources Department recommending the Board:  
1) Approve and adopt the revised Countywide class specification of Program Manager; and  
2) Adopt and authorize the Chair to sign Resolution 121-2020 to:  
a) Approve, due to an upward reclassification, the deletion of 1.0 FTE vacant Staff Services Manager position and the addition of 1.0 FTE Program Manager position in the Department of Child Support Services; and  
b) Abolish the Staff Services Manager classification.

**FUNDING:** State and Federal Funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Program Manager CLEAN 7-28-20, 2. A2 - Program Manager REDLINE 7-28-20, 3. B - Resolution 7-28-20, 4. C - Approved Blue Route 7-28-20, 5. Executed Resolution 121-2020

Date	Ver.	Action By	Action	Result
7/28/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

- 1) Approve and adopt the revised Countywide class specification of Program Manager; and
- 2) Adopt and authorize the Chair to sign Resolution **121-2020** to:
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### DISCUSSION / BACKGROUND

Through a Position Description Questionnaire, the Human Resources Department reviewed the duties expected of the existing Staff Services Manager position in the Department of Child Support Services (DCSS). Upon review, it was determined that the position should be upwardly reclassified to the County's existing class of Program Manager.

As further background, in May 2020, the Assistant Director of DCSS resigned. The Assistant Director was previously the Child Support Program Manager and upon selection for the new position of Assistant Director of DCSS the duties of Program Manager were retained by the Assistant Director and the Program Manager allocation was removed from DCSS in the FY 2019-20 budget process. Subsequently, after the May 2020 resignation of the Assistant Director of DCSS a recruitment was conducted for a replacement, and the Staff Services Manager incumbent was selected as the new Assistant Director of DCSS. The Director of DCSS determined the new Assistant Director would retain all of the administrative management duties assigned as the former Staff Services Manager, in

addition to assuming the new Assistant Director duties. This left DCSS with a gap in program-specific management and oversight as the new Assistant Director would not retain the duties brought over with the previous Assistant Director. The Director of DCSS determined that the gap would best be filled by a Program Manager, rather than a Staff Services Manager - and through analysis, Human Resources concurred.

As a result, DCSS (with the concurrence of Human Resources) would like to add a Program Manager allocation and delete the vacant Staff Services Manager allocation. Both the Staff Services Manager and Program Manager positions are in the same bargaining unit represented by the Managers' Association. However, it is to be noted that this change will result in an upward reclassification since the Program Manager salary is slightly higher than the Staff Services Manager salary.

Since this is a broad classification, the goal is to include the specific program functional area to help facilitate the recruitment and selection process in finding applicants with skills relative to child support. Therefore, the attached revised Program Manager class specification identifies the specific child support functional program area. Upon adoption, HR will immediately recruit for this position.

Lastly, since the Staff Services Manager classification was a Merit System Services (MSS) classification (and the County has since transitioned from MSS) and there are no remaining allocations, Human Resources is proposing to abolish the class since the County's existing Program Manager classification will cover all County needs.

## **ALTERNATIVES**

The Board could choose not to adopt the revised class specification and/or not approve the proposed upward reclassification and direct Human Resources to make revisions or conduct additional analysis.

## **PRIOR BOARD ACTION**

None.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Managers' Association

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

The approval and adoption of the revised class specification will not result in any financial impact. However, upon the selection of a new incumbent from the Program Manager eligibility list, this position may result in an approximate \$4,400 annual increase to DCSS. The position is fully covered by state and federal funds. There are sufficient appropriations in the FY 2020-21 budget to cover the increased costs.

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

Upon Board approval, please provide a copy of the fully executed Resolution to Katie Lee in Human Resources.

## **STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources