



Legislation Text

File #: 23-2126, **Version:** 1

Child Support Services recommending the Board adopt and authorize the Chair to sign Resolution **178-2023** amending the Authorized Personnel Allocation Resolution to:

- 1) Delete one full-time equivalent (FTE) vacant Child Support Specialist III allocation; and
- 2) Add one FTE Administrative Technician allocation in Child Support Services.

FUNDING: State and Federal Child Support funds.

DISCUSSION / BACKGROUND

On October 16, 2023, Child Support Services submitted a class request to Human Resources to delete one of vacant Child Support Specialist III positions and add an Administrative Technician in its place. Child Support Services currently has three Child Support Specialist III positions and one of the positions was recently vacated. Due to the fact that the Department has two Supervisors and each of them are well supported with their assigned Child Support Specialist III, the Department determined that they have a greater need for assistance with administrative tasks and duties moving forward. The addition of an Administrative Technician will assist the Fiscal Technician, and the Administrative Analyst with duties within the scope of their classification. After review and analysis of Child Support Services' request, Human Resources is in support of this action.

ALTERNATIVES

The Board could decline to adopt and authorize the Chair to sign the attached Personnel Allocation Resolution, thereby retaining the current allocations in Child Support Services.

PRIOR BOARD ACTION

06/13/23, 23-1120, CAO-Budget Hearing, FY 2023-24 Recommended Budget

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The increased cost due to the deletion of the vacant Child Support Specialist III and addition of the Administrative Technician is approximately \$8,000 annually. This additional cost will be absorbed by salary savings in Fiscal Year (FY) 2023-24. Therefore, there is no increased Net County Cost resulting from this Resolution in the current fiscal year. Child Support Services has identified anticipated savings in FY 2024-25 that can be used to ensure this change in classification does not result in an increased Net County Cost.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, provide one copy of the executed resolution to Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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