



Mendocino County

Legislation Text

File #: 18-2180, **Version:** 1

To: Board of Supervisors

From: Human Resources and Child Support Services

Meeting Date: November 6, 2018

Department Contact: Heidi Dunham

Phone: 234-6600

Department Contact: Randy Johnson

Phone: 472-2800

Item Type: Regular Agenda

Time Allocated for Item: 15 Mins

Agenda Title:

Discussion and Possible Action Regarding the Proposed Reorganization of the County's Child Support Services Department Including Possible Adoption of Resolution Creating the Classification of Assistant Child Support Services Director; Amending the Position Allocation Table for Budget Unit 2090 by Adding and Deleting Various Positions; and Approval to Lay Off 1.0 FTE Chief Child Support Attorney
(Sponsors: Human Resources and Child Support Services)

Recommended Action/Motion:

Adopt Resolution creating the classification of Assistant Child Support Services Director, Salary Grade U43Z and amending the Position Allocation Table as Follows: Child Support Services, Budget Unit 2090: add 1.0 FTE Assistant Child Support Services Director, 1.0 FTE Administrative Secretary, 1.0 FTE Supervising Legal Secretary, 2.0 FTE Account Specialist III, 1.0 FTE Child Support Specialist III; delete 2.0 FTE Account Specialist II, 1.0 FTE Child Support Specialist II, 2.0 FTE Staff Assistant II, 1.0 FTE Department Technology Coordinator, 1.0 FTE Child Support Attorney IV, and 1.0 FTE Chief Child Support Attorney; authorize Chair to sign same; and approve layoff of 1.0 FTE Chief Child Support Attorney.

Previous Board/Board Committee Actions:

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation Table for FY 2018-19 Budget, Resolution No. 18-086.

Summary of Request:

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

Interim Child Support Services Director, Randy Johnson, has spent considerable time assessing and reviewing the organizational structure and work of Child Support Services since being appointed April 22, 2018. Mr. Johnson has met with Child Support Services agencies of other Counties, communicated with the Statewide Directors group to become familiar with recommended standards and efficiencies throughout the state, and discussed the potential for a shared services agreement for legal services with Sonoma County. Currently, Child Support Services has two (2) FTE attorney positions allocated, one of which has been vacant since

December 2017. The current attorney has on average, one (1) court appearance per week, addressing an average of six (6) cases. Although there is some additional minor work for an attorney, the case managers complete all of the preparations for court cases and the legal clerks prepare the paperwork after court cases are completed. The child support system is a statewide system used by all child support agencies and allows any County to work with another County, as all the documents are in a shared system. The State Regional Administrator agrees with this ideology and process, sees no loss in the quality of service to the public, and agrees that this model would be much more efficient. It is recommended that the County enter into a shared services agreement with Sonoma County to provide legal services. Such an agreement would not have a cost to the County, but would result in the elimination of two (2) FTE attorney positions, one of which is currently filled and will result in a lay off.

Additionally, Child Support Services currently has no management level staff to assist in the day-to-day operations of the department, or administrative staff to provide administrative and clerical support to the Department Head and the department in general. In addition, several positions are allocated at lower levels that limit the department's ability to carry out the most complex tasks. This agenda item proposes organizational changes to Child Support Services as follows: addition of one (1) FTE Assistant Child Support Services Director, one (1) FTE Administrative Secretary; one (1) FTE Supervising Legal Secretary, two (2) FTE Account Specialist III, one (1) FTE Child Support Specialist III; the deletion of two (2) FTE Account Specialist II, one (1) FTE Child Support Specialist II, two (2) FTE Staff Assistant II (vacant), one (1) FTE Department Technology Coordinator (vacant), one (1) FTE Child Support Attorney IV (vacant), and one (1) FTE Chief Child Support Attorney. Overall, this action calls for the addition of six (6) FTE allocations and the deletion of eight (8) FTE, resulting in a savings to the department. The fiscal impact shown below reflects step 5 of the salary grades and includes the cost of benefits.

Alternative Action/Motion:

Do not approve lay off or adopt the resolution and provide staff with direction.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 2090 Non
General Fund

Budgeted in Current F/Y: N/A

Current F/Y Cost: \$333,565 (\$122,146 Savings)

Annual Recurring Cost: \$578,180
(\$211,720 Savings)

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:



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Executed By: Meribeth Dermond

Final Status: Adopted

Date: **NOVEMBER 7, 2018**

Executed Item Resolution Number: 18-158