



Legislation Details (With Board Report)

**File #:** 22-125      **Name:** Reclassification MA II Child Support Services  
**Type:** General Agenda Item      **Status:** Passed - Human Resources Department  
**File created:** 2/1/2022      **In control:** Board of Supervisors  
**On agenda:** 2/8/2022      **Final action:** 2/8/2022

**Title:** Approve the reclassification of one (1) Management Analyst II to one (1) Deputy Director Child Support Services in the Department of Child Support Services as indicated in Attachment A.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A, 3. Completed Board Order Item No. 36

| Date     | Ver. | Action By            | Action                                | Result |
|----------|------|----------------------|---------------------------------------|--------|
| 2/8/2022 | 1    | Board of Supervisors | approved - human resources department | Pass   |

Approve the reclassification of one (1) Management Analyst II to one (1) Deputy Director Child Support Services in the Department of Child Support Services as indicated in Attachment A.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors approve the reclassification of one (1) Management Analyst II to one (1) Deputy Director Child Support Services in the Department of Child Support Services as indicated in Attachment A.

**SUMMARY/DISCUSSION:**

The Department of Child Support Services requested a classification study of a Management Analyst II position as a result of eliminated positions whose duties were reapportioned and assigned to the existing management staff. The Management Analyst II serves as the Department’s operations manager and these job duties have expanded to include the management of all functional units, partnering with the Department’s executive management team to implement changes as a result of applicable legislative mandates related to increased funding. In addition, the incumbent is also responsible for changes to the Department’s performance technology advancements, short and long-term planning to increase performance, child support collections and carrying out major portions of the annual business plans of the Department.

The Human Resources Department conducted a classification study of the Management Analyst II classification in the Department of Child Support Services to determine if the position is appropriately classified. The study found the Management Analyst II assists the Director of Child Support Services with planning, organizing, directing and managing all functions and services of the Department, including the operational priorities, organizational structure issues, and review and resolve complex child support matters. The incumbent acts in the absence of the Director of Child Support Services by attending meetings on various Department matters, reviewing, approving and signing various authorizing documents, representing the Director with County executives and attending Board of Supervisors meetings. In taking on this new and expanded span of control and responsibility, the incumbent’s agency-wide responsibility, and authority has increased.

As a result of the classification analysis, the Human Resources Department recommends to reclassify the incumbent to the classification of Deputy Director Child Support Services to more accurately reflect the level and scope of the duties being performed by the incumbent.

**OTHER AGENCY INVOLVEMENT:**

The Department of Child Support Services has reviewed and concurs with the recommendations.

FINANCING:

This recommendation does not have any budgetary impacts to the general fund as a result of this action. The Department has a vacant Deputy Director Child Support Services position that is current allocated in the FY 2021-22 budget.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Channelle Ceralde, Senior Personnel Analyst

Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachment:

Attachment A