



Legislation Details (With Board Report)

File #: 13-0834 **Name:** Child Support Assistant I and II classification
Type: General Agenda Item **Status:** Passed
File created: 7/30/2013 **In control:** Board of Supervisors
On agenda: 8/27/2013 **Final action:** 8/27/2013

Title: Adopt a Resolution to:
a. Approve the creation of the Child Support Assistant I (25C17) classification and approve the title change of the existing Child Support Assistant (25C18) to Child Support Assistant I (25C18) as indicated in the attached Resolution;
b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new position of Child Support Assistant I (25C17) with the salary range as indicated in the attached Resolution;
c. Amend Personnel Policies and Practices Resolution No 98-394 to retitle the existing classification of Child Support Assistant (25C18) to Child Support Assistant II (25C18) with the salary range as indicated in the attached Resolution;
d. Amend the Department of Child Support Services Budget 2250 to reallocate the existing eleven (11) Child Support Assistants (25C18) to Child Support Assistant IIs (25C18); and
e. Authorize the County Administrative Office and the Auditor-Controller to take the necessary action to program the Advantage system to implement these actions including the transfer of positions and units.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Attachment A_CSA BoS resolution_file ID 13-0834.pdf, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
8/27/2013	1	Board of Supervisors	approved	Pass

Adopt a Resolution to:
a. Approve the creation of the Child Support Assistant I (25C17) classification and approve the title change of the existing Child Support Assistant (25C18) to Child Support Assistant I (25C18) as indicated in the attached Resolution;
b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new position of Child Support Assistant I (25C17) with the salary range as indicated in the attached Resolution;
c. Amend Personnel Policies and Practices Resolution No 98-394 to retitle the existing classification of Child Support Assistant (25C18) to Child Support Assistant II (25C18) with the salary range as indicated in the attached Resolution;
d. Amend the Department of Child Support Services Budget 2250 to reallocate the existing eleven (11) Child Support Assistants (25C18) to Child Support Assistant IIs (25C18); and
e. Authorize the County Administrative Office and the Auditor-Controller to take the necessary action to program the Advantage system to implement these actions including the transfer of positions and units.

RECOMMENDATION:

It is recommended effective August 30, 2013, the Board of Supervisors take the following actions:

Adopt a Resolution to:

- a. Approve the creation of the Child Support Assistant I (25C17) classification and approve the title change of the existing Child Support Assistant (25C18) to Child Support Assistant I (25C18) as

- indicated in the attached Resolution; and
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new position of Child Support Assistant I (25C17) with the salary range as indicated in the attached Resolution; and
- c. Amend Personnel Policies and Practices Resolution No 98-394 to retitle the existing classification of Child Support Assistant (25C18) to Child Support Assistant II (25C18) with the salary range as indicated in the attached Resolution; and
- d. Amend the Department of Child Support Services Budget 2250 to reallocate the existing eleven (11) Child Support Assistants (25C18) to Child Support Assistant II's (25C18);
- e. Authorize the County Administrative Office and the Auditor-Controller to take the necessary action to program the Advantage system to implement these actions including the transfer of positions and units.

SUMMARY:/DISCUSSION:

The Department of Child Support Services is a Federal Merit System Department governed by the State Personnel Board. Merit System Services is responsible for administrating the classification structure for the Child Support Services Department in accordance with the Local Agency Personnel Standards (LAPS). Merit System Services maintains the classifications of Child Support Assistant I and Child Support Assistant II. For budgeting and payroll purposes, the Department is required to establish and maintain the same or alike classifications that correspond with Merit System Services' structure.

This proposed action establishes a new entry level Child Support Assistant I (25C17) classification where incumbents are trained and are expected to Flex Promote to the higher level classification of Child Support Assistant II after one (1) year of satisfactory or above performance.. This proposed action also retitles the existing classification of Child Support Assistant (25C18) to Child Support Assistant II (25C18) with no changes to the class code number or salary range.

OTHER AGENCY INVOLVEMENT:

Merit System Service mandates we establish and maintain the Child Support Assistant I and II classification series to correspond to their class structure for the Child Support Department. The County Human Resource Department has reviewed and approved the Background and Findings Report, the newly developed Child Support Assistant I classification specification and the revisions to the existing Child Support Assistant to retitle it to Child Support Assistant II.

FINANCING:

The Department of Child Support Services is 100% funded by State and Federal funds and this recommended action has no impact on the County General Fund or the Department's Budget.

Prepared by:

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Associate Personnel Analyst
Child Support Services

Date: _____

Approved by:

Stephen H. Kennedy, Child Support Services Director

Date: _____

Approved by:

James E. May, Human Resources Director

Date: _____

cc: Auditor-Controller

Attachment A - Resolution