



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

APR 10 2007
08:14:00
[Handwritten initials and notes]

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
Rich Colwell, Chief Assistant County Executive Officer
By: Bekki Riggan, Principal Management Analyst
Janice Gage, Senior Management Analyst

DATE: April 3, 2007

SUBJECT: Modification of Allocation Ordinance and Salary Plan for the Director of Child Support Services

ACTION REQUESTED

Approve the attached revised specification for the Director of Child Support Services (unclassified) and ordinance amending Placer County Code, Chapter 3, Article 3.12, Section 3.12.030 relating to the salary for the position. The revised Director's specification incorporates a law degree requirement and significant legal responsibilities that will enable the department to leave a Supervising Child Support Attorney position vacant and net \$9,764 per month to fill other key management positions.

BACKGROUND

Senior management within the Department of Child Support Services consists of three positions: Director, Assistant Director, and Supervising Child Support Attorney. Two of these three positions are currently vacant. The former Director of Child Support Services resigned on January 8, 2007. The Assistant Director of Child Support Services position has been held vacant for several years due to budgetary reductions from the State. While the Assistant position has been vacant, the Supervising Child Support Attorney has provided full line assistance in managing and directing the Department and acted on behalf of the Director in the Director's absence.

On January 9, 2007, your Board appointed the Department's Supervising Child Support Attorney to serve as the Interim Director of Child Support Services. Subsequently, the Personnel Department, in conjunction with County Executive Office staff, has revised the attached unclassified position specification for the Director of Child Support Services to include a law degree requirement and incorporate a higher level of responsibility and significant legal obligations as well as full responsibility for administration of the Child Support Services Department. In essence, the Director's revised specification now incorporates the duties and responsibilities of the Supervising Child Support Attorney position.

In consideration of the additional responsibilities and required law degree, the revised Director's classification salary is recommended at Grade 664 (Range \$9,762-\$11,868 monthly) effective January 9, 2007. The recommended salary reflects a 5% increase over what the Supervising Child Support Attorney (now Interim Director) was earning at Grade 481 (Range \$9,294-\$11,298 monthly). It should be noted that the former Director's compensation was Grade 650 (Range \$8,495-\$10,324 monthly) or \$1,544 per month less than the proposed revised Director's salary grade. Again, the recommended salary increase is commensurate with the significant legal obligations and law degree that are now required of the Director in addition to the administration of the department.

FISCAL IMPACT

A projected net salary savings of \$9,764 represents the Director's salary grade increase (\$1,544 per month) offset by savings derived from leaving the Supervising Child Support Attorney vacant (\$11,298 per month). The anticipated savings of \$117,048 annually will be directed toward staffing reorganization, including filling key management positions which have been vacant. Contingent upon your Board's approval, the 2007-08 Proposed Budget will reflect staff recommendations. There is no impact to the General Fund.

Attachments: Child Support Services Salary Data
Specification for Child Support Services Director
Placer County Ordinance
Department Organization Chart

TM:RC/BR:JRG

Child Support Services Department Salary Data

| Position/Classification | Monthly Costs Pre-Reorganization ¹ | Monthly Costs after Reorganization ¹ | Monthly Cost Increase / Offsetting Savings | Annual Cost Increase / Offsetting Savings |
|---|--|--|--|---|
| Director / Interim Director of Child Support Services Supervising Child Support Attorney | \$10,324 \$11,298 | \$11,868 Position will be left vacant | \$1,544 -\$11,298 | \$18,528 -\$135,576 |
| Totals | \$21,622 | \$11,868 | -\$9,754 | -\$117,048 |

¹Based on Step 5 (maximum) monthly salary

DIRECTOR OF CHILD SUPPORT SERVICES

(Unclassified)

DEFINITION

To plan, organize, direct and review the activities and operations of the Department of Child Support Services including providing professional supervision to legal staff; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the County Executive Officer.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a County department.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the County Executive Officer, Board of Supervisors, and California State Department of Child Support Services.

Exercises direct supervision over professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive Officer and Board of Supervisors.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

On an occasional basis, try cases in the Superior court; prepare trial briefs; check questions of law; draft jury instructions; present opening statement; interrogate and cross-examine witnesses as needed; argue points of law; make final arguments and summations.

Consult and cooperate with the State Department of Child Support Services, County Department managers, advocacy groups on all aspects of child support services, community outreach; discuss problems, develop alternatives and strategies for dealing with those problems; assist in implementation of solutions, as necessary.

Advise members of the public and of local law enforcement agencies of legal procedures pertaining to Child Support Services.

Represent the Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide legal technical assistance as necessary.

Research and prepare legal technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with the State Department of Child Support Services, co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership, motivation, team building and conflict resolution preferably in a child support program.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Managing automation efforts including the direction of systems development, maintenance, operational efforts and hardware and software inventory.

Ability to:

- Plan, direct and control the administration and operations of the Child Support Services Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Department related issues; remember various rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- Develop and implement Department policies and procedures.

- Analyze and implement program mandates.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer Departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work including diverse interest groups including advocacy groups and other governmental organizations.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a public agency, including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, psychology/sociology, or related fields. Equivalent to a Juris Doctorate from an accredited law school.

License or Certificate:

- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be Required.

**Before the Board Of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending Placer County Code, Chapter 3, Article 3.12, Section 3.12.030 relating to the salary for the Director of Child Support Services.

Ordinance No.: _____

First Reading: 04/03/07

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

That Placer County Code, Chapter 3, Article 3.12, Section 3.12.030 is hereby amended as follows:
(Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

* * * * *

Section 1. That Article 3.12, Section 3.12.030 is hereby amended to read as follows:

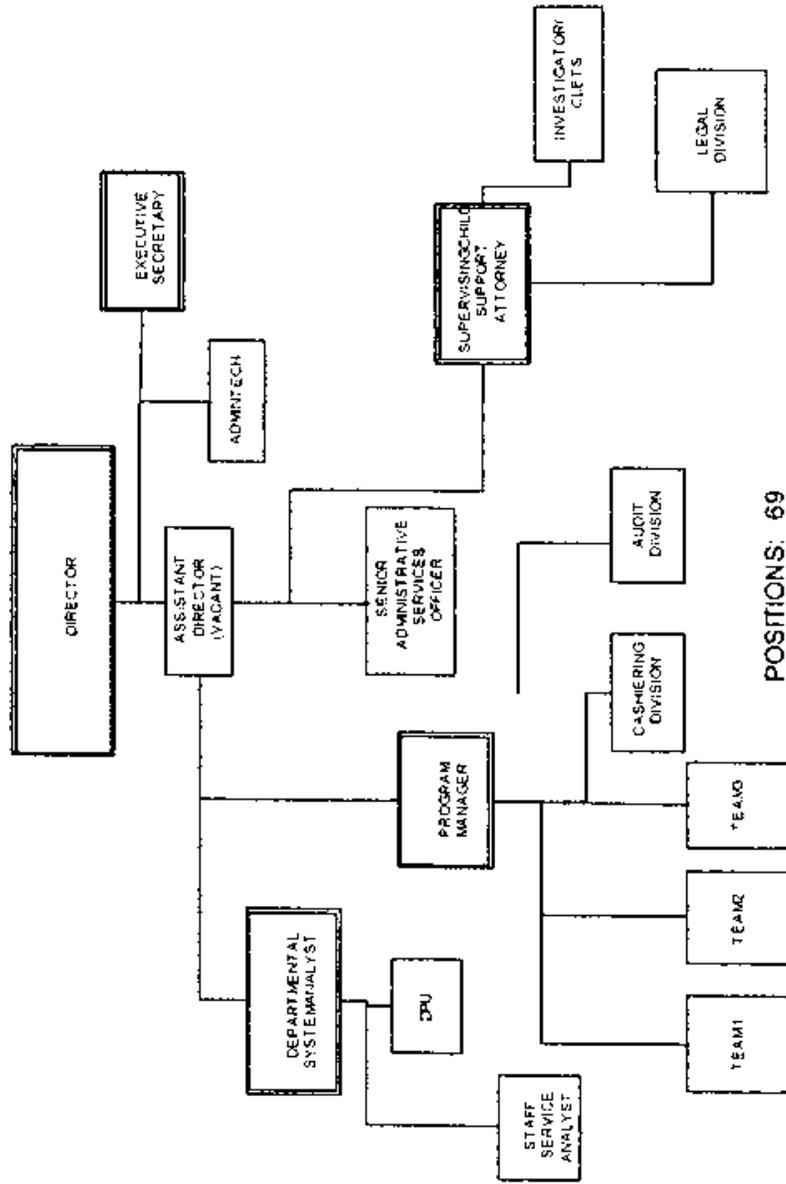
3.12.030 Unclassified Service

| Admin Code | Classification Title | Salary Appendix | Grade |
|-----------------------|------------------------------------|----------------------------|----------------|
| 19866 | Director of Child Support Services | ADHD – 1 | 650 664 |

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Section 2. That this ordinance shall be effective January 09, 2007.

DEPARTMENT OF CHILD SUPPORT SERVICES



POSITIONS: 69