



COUNTY OF HUMBOLDT

For the meeting of: 3/7/2023

File #: 23-144

To: Board of Supervisors
From: Child Support Services
Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Allocation Modification for Information Systems Supervisor Position (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one (1.0) additional Full Time Employee (FTE) for the position of Information Systems Supervisor in preparation for succession planning (Salary Range 484, Class 0380, Position 02) effective March 7, 2023. (4/5 Vote Required)
2. Deallocate one (1.0) FTE Information Systems Supervisor position (Salary Range 484, Class 0380, Position 01) effective June 1, 2023.

SOURCE OF FUNDING:

Child Support Services (1380)

DISCUSSION:

The fiscal year (FY) 2022-23 budget for North Coast Regional Department of Child Support (NCRDCSS), budget unit 1380-206, was approved with personnel allocations that includes one (1.0) full time employee (FTE) Information Systems Supervisor (ISS) position, salary range 484, Class 0380, Position 01. The ISS position is a critical position in the Child Support Department, and cross-training is essential to ensure a smooth transition of duties.

The current ISS has announced their retirement. Their last work day will be on May 12th, 2023. Prior to this retirement, training is needed to prepare and ensure proper succession planning. This agenda item was created to document this need and to seek approval for succession planning in the Child Support Department. To build a more robust workforce, provide comprehensive training, and ensure manageable workload sizes, staff recommend allocating one (1.0) additional FTE Information Systems Supervisor in budget unit 1380-206 effective March 7, 2023, for a temporary total of two (2.0) Information System Supervisors, salary range 484, class 0380, position 02. This will allow for coverage and critical cross-training of supervisor duties. When the current ISS retires, their current

position, salary range 484, class 0380, position 01, will be deallocated, leaving NCRDCSS with one (1.0) FTE Information Systems Supervisor.

FINANCIAL IMPACT:

The estimated salary and benefits associated with the request to allocate one (1.0) FTE, salary range 484, class 0380. temporarily for an estimated 10-week period will be \$26,756. There are sufficient funds budgeted for this request.

Child Support is funded with State and Federal funds, as a result, this request will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

DCSS will be coordinating with Human Resources and Cal HR to list the position.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board could choose not to improve this recommendation. However, this is not recommended as that would create gaps in customer service and departmental ability to access technology support.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A