



COUNTY OF HUMBOLDT

For the meeting of: 11/18/2025

File #: 25-1163

To: Board of Supervisors

From: Child Support Services

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Allocate 1.0 FTE Child Support Program Manager and 1.0 FTE Accounting Technician to the Humboldt-Trinity Child Support Agency

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate 1.0 Full Time Equivalent (FTE) Child Support Program Manager (class 0368, position 01, salary range 533); and
2. Allocate 1.0 FTE Accounting Technician (class 0355, position 03, salary range 391).

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

The Humboldt-Trinity Child Support Agency serves both Humboldt and Trinity Counties through a shared service agreement. Each office receives an allocation to ensure the communities are provided with Child Support Services. Humboldt County is the lead county; all employees are hired as Humboldt County employees and funds are transferred as needed from the Trinity County allocation as appropriate in compliance with the shared service agreement.

The Humboldt-Trinity Child Support Agency (HTCSA) has seen a great deal of transition in the past several years and has a need for on-site management and administrative financial supervision of the Trinity office location to meet our unique operational needs, as well as an additional accounting technician position to assist with case financials of child support cases in both counties. The addition of these two positions will provide appropriate levels of service to the public.

SOURCE OF FUNDING:

Child Support Fund 1380, Budget Unit 206

FINANCIAL IMPACT:

<i>Expenditures (1380-206)</i>	FY25-26	FY26-27 Projected*	FY27-28 Projected*
<i>Budgeted Expenses</i>	<u>\$143,345</u>	<u>\$225,007</u>	<u>\$235,126</u>

Total Expenditures	\$143,345	\$225,007	\$235,126
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**Projected amounts are estimates and are subject to change.*

Funding Sources (1380-206)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
State/Federal Funds	\$143,345	\$225,007	\$235,126
Total Funding Sources	\$143,345	\$225,007	\$235,126

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The annual salary and benefits of a 1.0 Child Support Program Manager step 1A is \$147,851, the anticipated costs for the remainder of this fiscal year (FY) are \$94,821.

The annual salary and benefits of a 1.0 Accounting Technician step 1A is \$77,156, the anticipated costs for the remainder of the FY are \$48,524.

Child Support is funded by a mixture of state and federal funding; Child Support has sufficient fund balance to support the cost of these positions and will return to the Board with a supplemental budget if needed.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range	Additions	Deletions
Child Support Program Manager	1380-0368-01	Step 1A	1.0	-
Accounting Technician	1380-0355-03	Step 1A	1.0	-

Narrative Explanation of Staffing Impact:

The creation of one 1.0 FTE Child Support Program Manager position will provide on-site supervision of the office located in Weaverville. This person will ensure adequate coverage of the office, be responsible for responding to emergencies that affect that office day or night, report and follow up on building issues, provide administrative and financial support for both the Trinity and Humboldt office locations including supervision of the administrative financial and case financial teams. The role of Child Support Program Manager will help to meet the unique needs of Humboldt-Trinity Child Support Agency by providing appropriate levels of service to the communities that are served.

The addition of one 1.0 FTE Accounting Technician position will provide appropriate levels of community service as well as managing resources to ensure sustainability of services. Accounting Technicians provide critical case management accounting that is unique to the child support computer system. This position ensures that child support payments flow smoothly through the child support system to the receiving parties.

OTHER AGENCY INVOLVEMENT:

Trinity County

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not allocate these positions. However, that is not recommended as an alternative path for appropriate supervision and case financial alternatives would need to be explored to accommodate the current staffing levels and caseload sizes.

ATTACHMENTS:

1. Shared Services Agreement

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A