



COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

File #: 24-223

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Position Allocation Modifications for Child Support Services and Adoption of New Compensation Schedule and Classification Summary

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the deallocation of 2.0 full time equivalent (FTE) vacant Child Support Assistant I/II positions (classification # 0366A/B, position 02 and 03, salary range 338/351) in BU 206, effective the pay period following Board approval;
2. Approve the deallocation of 1.0 FTE Child Support Assistant III (classification # 0367, position 01, salary range 384), effective the pay period following Board approval;
3. Approve the adoption of Child Support Assistant III (classification # 0366C, salary range 384) into the classification system effective the pay period following Board approval;
4. Approve the reallocation of 2.0 FTE Child Support Assistant I/II (classification # 0366A/B, salary range 338/351) and 3.0 FTE Child Support Assistant III (classification # 0367, salary range 384) in BU 206, to 5.0 FTE Child Support Assistant I-III (classification # 0366A/B/C, salary range 338/351/384), effective the pay period following Board approval;
5. Transfer Cynthia Macias and Brandi Fyfe to Child Support Assistant III (classification # 0366C, salary range 384) effective the pay period following Board approval;
6. Approve the reallocation of 1.0 FTE SSB - Information Systems Analyst I/II (classification # 1740A/B, position 01, salary range 416/446) in BU 206, to 1.0 FTE Departmental Information Systems Analyst (classification # 0762, salary range 446) in BU 206, effective the pay period following Board approval;
7. Reclassify Christopher Watts from a 1.0 FTE SSB - Information Systems Analyst I (classification # 1740A, salary range 416) in BU 206, to a 1.0 FTE Departmental Information Systems Analyst (classification # 0762, salary range 446) in BU 206, effective the pay period following Board approval;
8. Approve the allocation of 1.0 FTE Office Services Supervisor (classification # 0122, salary range 402) in BU 206; effective the pay period following Board approval;

9. Approve the removal of the Child Support Assistant III (classification # 0367, salary range 384) from the classification system effective the pay period following Board approval;
10. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024, Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees; and
11. Adopt the Comprehensive Compensation Schedule and Classification Summary effective March 3, 2024 (Attachment 2).

SOURCE OF FUNDING:

Fund 1380, Budget Unit 206 Child Support Services

DISCUSSION:

The Human Resources Department conducted a classification review of the Department of Child Support Services and makes the following recommendations:

- Change the Child Support Assistant (CSA) classification family into a deep class, such that employees can flexibly promote between the I, II, and III levels;
- Allocate one Office Services Supervisor; and
- Reallocate the SSB Information Systems Analyst I/II to a Departmental Information Systems Analyst.

The current Child Support Assistant (CSA) series begins at an entry level, CSA I, for which the job specification requires minimum qualifications of 1 year of general clerical experience. Over the course of the employees' first year, extensive training is provided to learn the complex Child Support information system and processes required for preparing legal paperwork as directed by attorneys and case managers. After 1 year, a CSA I has typically learned the skills needed to become a CSA II. The CSA II job specification requires duties be performed independently, and the amount of work performed as well as the complexity of the duties increases. Employees can flexibly promote from a CSA I to a CSA II based on their performance and the amount of time that they have been in the CSA I position. The next highest classification in the Child Support Assistant series is a CSA III. Currently, to promote to a CSA III, employees must apply for the position and meet the minimum qualifications in the job specification, 1 year as a CSA II. A CSA III is considered a lead position that can provide training to assigned staff, is responsible for the most complex legal paperwork in the office, and assists case managers with customer interviews. Currently, the CSA series staff are supervised by the Supervising Child Support Specialists, who also supervise the Child Support Specialist (CSS) series staff. Since the Supervising CSS position is a separate classification, it limits promotional opportunities for CSAs. By combining the CSA I/II and CSA III classes into one deep flexibly allocated classification, employees would be eligible for promotion to a CSA III based on their performance, abilities, education, and experience and would advance to a CSA III with supervisor approval without having to apply for one of the limited number of vacancies.

The allocation of an Office Services Supervisor would allow for a more appropriate supervisor for the CSA staff because the CSA staff perform clerical, office support duties which should be supervised by a similar classification. A separate allocation for supervising the CSA staff is also necessary as it would

reduce the workload of the Supervising CSS staff, who currently supervise many staff members and carry small caseloads comprised of the department's most difficult cases. Additionally, the allocation of an Office Services Supervisor provides a clear promotional path for CSA staff.

Furthermore, Human Resources and Child Support desire to reallocate the SSB - Information Systems Analyst I/II into a Departmental Information Systems Analyst because the SSB classification is meant specifically for the Social Services Branch of the Department of Health and Human Services. Changing this allocation will to the Departmental Information Systems Analyst will be more appropriate.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$546,014	\$540,856	\$560,368
Additional Appropriation Requested	\$-10,760		
Total Expenditures	\$535,254	\$540,856	\$560,368
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund			
State/Federal Funds	\$535,254	\$540,856	\$560,368
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	\$535,254	\$540,856	\$560,368

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

Narrative Explanation of Financial Impact:

Deallocating 2.0 FTE Child Support Assistant I/II positions at Step E will result in salary savings annually of \$143,506 in fund 1380, budget unit 206 Child Support Services. Deallocating 1.0 FTE Child Support Assistant III position at Step E will result in a salary savings annually of \$87,281 in fund 1380, budget unit 206 Child Support Services. Allocating 1.0 FTE Office Services Supervisor at Step E will cost \$95,114 annually at estimated step C, as this would be a promotional opportunity. The reallocation of 5.0 CSA I/II/III flex class at Step E would cost \$440,140 annually.

After all actions are complete the total cost savings will be \$10,760 annually.

Approval of the deallocation and allocation of positions will not impact the fiscal year 2023-24 adopted budget. Fiscal year 2024-25 budget will not be negatively impacted either as positions are funded through state and federal funding. There is no funding request of the General Fund. In the financial impact chart, the FY 2024-25 and FY 2025-26 projections are estimates based on previous fiscal year cost of living adjustments.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Child Support Assistant I-III (new deep class)	2060366A/B/C-04	338/351/384	1	
Child Support Assistant III	206-0367-01 206-0367-02 206-0367-03 206-0367-04	384		4
Office Services Supervisor	206-0122-01	402	1	
SSB - Information Systems Analyst I/II	206-1740-01	416/446		1
Departmental Information Systems Analyst	206-0762-01	446	1	

STRATEGIC FRAMEWORK:

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

CalHR Merit

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board could choose not to approve the proposed changes and suggest alternate solutions to the current challenges faced.

ATTACHMENTS:

Attachment 1: Resolution No _____ Amending the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees

Attachment 2: 2024-03-03 Comprehensive Compensation Schedule and Classification Summary

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: 10/04/2022

File No.: 22-12