



COUNTY OF HUMBOLDT

For the meeting of: 6/7/2022

File #: 22-581

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

SUBJECT:

Deallocation of Vacant Positions and Allocation of Positions in the Department of Child Support Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate 1.0 full-time equivalent (FTE) Information Systems Coordinator III in bargaining group American Federation of State and County and Municipal Employees (AFSCME) (Class 0353, Range 429, Position 01);
2. Deallocate 1.0 full-time equivalent (FTE) Child Support Specialist II in bargaining group AFSCME (Class 0141, Range 380, Position 20);
3. Allocate 1.0 FTE Staff Services Specialist in bargaining group AFSCME (Class 0390, Range 399, Position 02);
4. Allocate 1.0 FTE Information Systems Analyst I/II in bargaining group AFSCME (Class 1740, Range 437, Position 01) all in Child Support fund 1380-206.

SOURCE OF FUNDING:

Child Support Fund 1380-206

DISCUSSION:

The fiscal year (FY) 2021-22 budget for Child Support (budget unit 1380-206) was approved with personnel allocations which included the allocation of 1.0 FTE Information Systems Coordinator III and 16.0 Child Support Specialist I/II (CSA) positions. During FY 2021-22 there were two vacancies which presented the opportunity to evaluate the office needs and create a restructuring of support. To build a more robust workforce, allow coverage to provide administrative support, comprehensive training and ensure manageable workload sizes, staff recommend 1.0 FTE Information Systems Coordinator III (Class 0353, Range 429, Position 01); and 1.0 FTE Child Support Specialist (Class 0141, Range 380, Position 20); be reallocated as 1.0 FTE Information Systems Analyst I/II (Class 1740, Range 437, Position 01) and 1.0 FTE Staff Services Specialist (Class 0390, Range 399, Position 02); in budget unit 1380-206 effective immediately.

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to deallocate 1.0 FTE Information Systems Coordinator III at Step E is \$85,418 and deallocate 1.0 FTE Child Support Specialist II at Step E is \$87,750. For a total annual deallocation of \$173,168.

The annual salary and benefits associated with the request to allocate 1.0 FTE Department Information Systems Analyst I/II at Step 1A is \$110,722 and allocate 1.0 FTE Staff Services Specialist at Step 1A is \$93,308. For a total annual allocation of \$204,030.

The overall estimated increase to the annual budget will be \$30,862. Salary savings have been projected due to several vacancies in the FY 21/22 which are estimated around \$400,000.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board Discretion

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

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