



# COUNTY OF HUMBOLDT

For the meeting of: 2/23/2021

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File #: 20-1488

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**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) Executive Secretary in bargaining group American Federation of State and County and Municipal Employees (AFSCME) (Class 0167, Range 390, Position 01);
2. Deallocate 1.0 FTE Accounting Technician in bargaining group AFSCME (Class 0355, Range 367, Position 02);
3. Deallocate 1.0 FTE Child Support Assistant III in bargaining group AFSCME (Class 0367, Range 360, Position 01);
4. Allocate 1.0 FTE Staff Services Specialist in bargaining group AFSCME (Class 0390, Range 384);
5. Allocate 1.0 FTE Child Support Specialist I/II in bargaining group AFSCME (Class 0141, Range 346/365); and
6. Allocate 1.0 FTE Child Support Specialist III in bargaining group AFSCME (Class 0147, Range 384) all in Child Support fund 1380-206.

**SOURCE OF FUNDING:**

Child Support fund 1380-206

**DISCUSSION:**

The fiscal year (FY) 2020-21 budget for Child Support (budget unit 1380-206) was approved with personnel allocations which included the allocation of 1.0 FTE Executive Secretary, 2.0 FTE Accounting Technician and 3.0 FTE Child Support Assistant III (CSA) positions. During FY 2020-21 there were two (2) retirements which presented the opportunity to evaluate the office needs and create a restructuring of support. To offset the workload of the reduction of one 1.0 FTE Accounting Technician, Child Support began participating in shared services of case financials with another Child

Support Agency in the state. To offset the workload of the reduction of 1.0 FTE CSA III, the duties typically associated with this position were redistributed amongst staff. Some of these duties include training, workload review and mentoring of a team of employees, which can be absorbed by a Child Support Specialist III (CSS) along with other advanced duties.

To build a more robust workforce, allow coverage to provide administrative support, comprehensive training, and ensure manageable caseload sizes, staff recommend 1.0 FTE Executive Secretary (Class 0167, Range 390), (1), 1.0 FTE Accounting Technician (Class 0355, Range 367) and 1.0 FTE Child Support Assistant III (Class 0367, Range 360) be reallocated as 1.0 FTE Staff Services Specialist (Class 0390, Range 384); 1.0 FTE Child Support Specialist I/II (Class 0141, Range 346/365) and 1.0 FTE Child Support Specialist III (Class 0147, Range 384) in budget unit 1380-206 effective immediately.

FINANCIAL IMPACT:

The annual salary and benefits associated with the request to deallocate 1.0 Full-Time Equivalent (FTE) Executive Secretary (Class 0167, Range 390) at Step 1A is \$67,634 and deallocate 1.0 FTE Accounting Technician (Class 0355, Range 367) at Step 1A is \$61,077 and deallocate 1.0 FTE Child Support Assistant III (Class 0367, Range 360) at Step 1A is \$59,216. For a total annual deallocation of \$187,927.

The annual salary and benefits associated with the request to and allocate 1.0 FTE Child Support Specialist I/II (Class 0141, Range 346/365) at Range 346, Step 1A is \$55,723 and allocate 1.0 FTE Child Support Specialist III (Class 0147, Range 384). at Step 1A is \$65,836 to allocate 1.0 FTE Staff Services Specialist (Class 0147, Range 384) at step 1A is \$65,836. For a total annual allocation of \$187,395.

The overall estimated cost savings of these recommendations will be \$ 532.00 annually.

Approval of these changes will not impact the general fund.

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

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A