



# COUNTY OF HUMBOLDT

For the meeting of: 5/23/2023

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File #: 23-595

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**To:** Board of Supervisors

**From:** Child Support Services

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Acting Supervisor assignment for Darrell Cline as Departmental Information Systems Supervisor (Class 0380, Step E) effective 05/14/2023 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve acting supervisor assignment for Darrell Cline as Departmental Information Systems Supervisor (Class 0380, Step E) effective 05/14/2023 for six months or until the position is filled. (4/5 Vote Required)

**SOURCE OF FUNDING:**

Child Support (1380-206)

**DISCUSSION:**

The request is to authorize Darrell Cline, Information Systems Analyst II (class 1740, step E) for North Coast Regional Department of Child Support Services (NCR DCSS) to act as Departmental Information Systems Supervisor (class 0380, step E) for a period of up to six months while a permanent replacement is sought. Section 12.4 of the Memorandum of Understanding between the County of Humboldt & American Federation of State, County & Municipal Employees (AFSCME) allows for such a request.

The Information Systems unit in the Child Support Services Department consists of a Departmental Information Systems Supervisor, an Information Systems Analyst II, and a part time Systems Analyst. The Information Systems positions in Child Support perform critical functions for the Department, ensuring strict federal and state system requirements are met, ensuring caseworkers have access to the state child support enforcement system and ancillary systems, and ensuring confidential child support customer information is secured and protected and data privacy regulations are adhered to, including

but not limited to securing IRS tax information.

The Information System Supervisor is critical to ensure the Department is implementing, complying with, and enforcing information security protocols consistent with the state Department of Child Support Services Information Security Manual and IRS publication 1075, and implementing business continuity plans to ensure appropriate levels of service.

The current Departmental Information Systems Supervisor will retire from NCR DCSS on May 27<sup>th</sup>, 2023. Darrell Cline currently meets the minimum qualifications for this position. This temporary Acting Supervisor work is expected to last up to six months, the employee is a member of AFSCME and therefore requires Board of Supervisors' approval per section 12.4.1 of the Memorandum of Understanding.

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>
Budgeted Expenses	\$1544.01	\$5146.70
<b>Total Expenditures</b>	<b>\$1544.01</b>	<b>\$5146.70</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>
State/Federal Funds	\$1544.01	\$5146.70
<b>Total Funding Sources</b>	<b>\$1544.01</b>	<b>\$5146.70</b>

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

**Narrative Explanation of Financial Impact:**

The net difference for the increase in wages amounts to approximately \$514.67 biweekly between the Information Systems Analyst II and the Departmental Information Systems Supervisor positions. The six-month net increase in wages for this out-of-class position is estimated to be \$6,690.71. There are sufficient funds through salary savings in 1380-206 in the current fiscal year (FY) for this expense and funds have been budgeted in the proposed FY 2023-24 budget.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

Staffing impact is minimal by providing the acting supervisor out of class pay while a recruitment is occurring to fill the vacancy of the Departmental Information Systems Supervisor.

**STRATEGIC FRAMEWORK:**

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: Provide community-appropriate levels of service

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

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**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Should the Board of Supervisors choose not to authorize Darrell Cline to work out-of-class temporarily, NCR DCSS would have no acting Departmental Information Systems Supervisor to provide a consistent level of support to Child Support personnel.

**ATTACHMENTS:** N/A

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A