



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-6

For the meeting of: March 14, 2017

Date: February 28, 2017
To: Board of Supervisors
From: M. Lisa Dugan, Director, North Coast Regional Department of Child Support Services
Subject: REALLOCATION OF STAFF SERVICES MANAGER POSITION TO SUPERVISING CHILD SUPPORT SPECIALIST POSITION

RECOMMENDATION(S):

That the Board of Supervisors approve the reallocation of the 1.0 FTE Staff Services Manager (class 0395, salary range 454, position 01) position in budget unit 206, to Supervising Child Support Specialist (class 0136, salary range 402), effective March 27, 2017.

SOURCE OF FUNDING:

Child Support Services Fund

DISCUSSION:

The Department of Child Support Services (DCSS) is requesting the allocation of this position for multiple reasons. Currently, one of three of the department's Supervising Child Support Specialists assigned to supervision of case managers has been unable to work full-time for an extended period due to extraordinary and ongoing familial obligations. Additionally, this employee is preparing to move out-of-state at the end of the school year, June 2017. Concurrently, the department is recruiting for several new case managers, a position that requires extensive onboarding, training, and coaching/mentoring for the first year. DCSS needs a sufficient overlap of time to accommodate the transfer of knowledge necessary for the success of a

Prepared by Lisa Dugan

CAO Approval

REVIEW:

Auditor

County Counsel

Personnel

Risk Manager

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

Ayes Sundberg, Fennell, Bass, Bohn, Wilson

Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Mar 14, 2017

By:

Kathy Hayes, Clerk of the Board

new supervisor and for optimal succession planning. Current supervisory staff have taken on significant additional commitments to coach and mentor staff in the Trinity County DCSS. In addition to the added workload, DCSS has decreased supervisory and managerial staff significantly over the last ten years.

Therefore, DCSS is requesting that the Board of Supervisors approve the reallocation of Staff Services Manager to a Supervising Child Support Specialist position.

FINANCIAL IMPACT:

For the remainder of Fiscal Year (FY) 2016-17, DCSS would see an increase in salary expense of approximately \$11,432.51 as the current Staff Services Manager position has not been filled. The newly allocated position will be included in the FY 2017-18 budget. DCSS operates well within the annual allocation from state DCSS and this additional cost is within the department's annual allocation. There will be no impact to the county General Fund.

Approval of this request will meet the goals of the Board of Supervisors' Strategic Framework to investment in county employees by providing sufficient supervisory staff to properly onboard, train, and mentor incoming staff. This will enable DCSS to continue to provide an enhanced level of service to the community by maintaining appropriate job classifications.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to decline this request. This is not recommended as DCSS would be unable to provide adequate supervision to develop new staff, creating unnecessary stressors on current supervisory staff and case managers.