DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes____ No X )

Adopt this resolution approving the attached revised class specification for the position of Family Support Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

This proposed revision is to provide more definitive minimum qualifications for this position in order to enable the County to recruit for the most qualified personnel to service the needs of the Family Support Division of the District Attorney's Office.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revised class specification.

Revise this class specification as deemed necessary.

COSTS:

(X) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE:
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description: Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

[ ] Recommended
[ ] Not Recommended
[ ] For Policy Determination
[ ] Submitted with Comment
[ ] Returned for Further Action

Comment:

A.O. Initials:

Action Form Revised 5/92
TO: JEFF GREEN, COUNTY COUNSEL
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
SUBJECT: REVISED CLASS SPECS FOR FAMILY SUPPORT OFFICER

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on November 23, 1993

ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)
BOARD ACTION: Supervisor Taber pulled item 8. County Counsel pulled items 5 and 6 for corrections. (M)Baggett, (S)Balmain, balance of items were approved/Ayes: Unanimous. Jim Evans/Housing and Community Development Agency Director, provided input on item 8 - matter to be scheduled for discussion. (M)Baggett, (S)Taber, Res. 93-584 adopted directing Auditor to continue to pay for the teen center rent on a month-to-month basis until further notice from the Board/Ayes: Unanimous. County Counsel made correction on item 5 to reflect one year versus two years in minimum qualifications; and added language in the agreement for item 6 to make it clear that the lessor is paying utilities. (M)Parker, (S)Baggett, items 5 and 6 were approved, with corrections/Ayes: Unanimous.

CA-5 Resolution Approving Revised Class Specification for the Position of Family Support Officer (County Counsel); Res. 93-585, with correction in minimum qualifications

cc: District Attorney
Auditor
Administration
Personnel
File
MARIPOSA COUNTY

JOB TITLE: Family Support Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, gather by means of interviews and inquiries to government and private sources information needed to initiate legal actions regarding paternity, child support, reimbursement of public assistance and child support arrearages; negotiate agreements and settlements; prepare legal documents for attorney review and action; recommend civil and/or criminal prosecution; research legal issues; locate absent parents. Incumbents perform the full range of tasks to investigate, evaluate and enforce family support. Incumbents must maintain logs and records of actions and prepare reports. Incumbents work closely with attorneys and may appear in court as a witness, and to do other work as required.

SUPERVISOR: Deputy District Attorney

TYPICAL DUTIES

- Analyzes and evaluates data and prepares information needed to take legal action to establish and enforce child support orders to collect child support

- Assists attorneys to prepare cases for civil or criminal prosecution within standards set by statute, case law and office policy

- Investigates absent parents ability to pay and initiates criminal and civil legal action as appropriate and approved

- Prepares narrative summaries of case victims and witnesses declarations

- Prepares and maintains forms and files

- Prepares statistical reports and correspondences

- Supervise accounting and clerical staff

- May orient and train new employees

- Testifies in court as required

- Attends meetings and conferences
MARIPOSA: Family Support Officer

TYPICAL DUTIES (Cont'd):

- May provide vacation or other temporary relief for other classes, as required

EMPLOYMENT STANDARDS

Knowledge of

- legal terminology, legal forms and documents, and basic civil procedures used to enforce support.
- financial record-keeping practices and procedures
- interviewing techniques used for obtaining factual information
- methods and techniques used to determine financial assists and to make collections
- office practices and procedures and record-keeping practices
- sources of information and the techniques used to locate missing persons
- civil and criminal law, procedures and regulations pertaining to child support
- human motivation and behavior

Ability to:

- understand, apply and explain applicable complex laws, rules and procedures
- evaluate child support and contested paternity cases to determine appropriate action
- establish rapport with persons contacted to obtain confidential and personal information and gain cooperation
- exercise resourcefulness and ingenuity to gather information from a wide variety of sources to provide documentation for legal action
- evaluate financial statements, and determine ability to pay
MARIPOSA: Family Support Officer

Ability to (Cont'd):
- make arithmetic computations
- communicate effectively in oral and written form
- set priorities, organize and schedule work to meet deadlines
- prepare legal documents
- maintain accurate case files and records
- learn to operate a computer terminal to input and access information

MINIMUM QUALIFICATIONS:

1. High School graduation or equivalent; and

2. One year of responsible experience which shall include legal research and preparation of legal documents which exhibit a working knowledge of legal terms and phrases; and

3. Two years of experience in a family support office with a county, or two years administrative or office support experience involving interviewing clients, applying regulations and making determinations in such areas as eligibility, probation, investigation, collections or skip tracing work which directly relates to the knowledges and abilities listed above.