



# MARIPOSA COUNTY

Child Support Services • (866) 901-3212



## RESOLUTION - ACTION REQUESTED 2012-552

MEETING: November 13, 2012  
TO: The Board of Supervisors  
FROM: Debbie Walton, Child Support Services Director  
RE: Approve a Reorganization of the Child Support Services Department

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### RECOMMENDATION AND JUSTIFICATION:

Approve a reorganization of the Child Support Services Department by doing the following:

- 1) Increase the 0.50 Permanent Part-Time Child Support Assistant position to 0.80 Permanent Part-Time effective December 1, 2012;
- 2) Allocate a 0.70 Permanent Part-Time Child Support Assistant position to the Child Support Services budget effective December 1, 2012, and authorize recruitment and filling the position;
- 3) Approve the budget action transferring funds within the Child Support Services budget unit in the amount of \$16,500.
- 4) Eliminate one Child Support Specialist III position in the Child Support Services budget effective January 1, 2013.

With the retirement of a Child Support Specialist III (CSS III) December 31, 2012, the department has the opportunity to reorganize. For succession planning purposes, the department will train the current Child Support Office Technician to prepare the employee for promotion to a Child Support Specialist II (CSS II) position; the employee will be eligible to promote to the position in October 2013. In the meantime, the significant and higher level duties of the retiring CSS III will be delegated to the remaining CSS III employees. The 0.50 Permanent Part-Time Child Support Assistant incumbent is requested to be increased to a 0.80 Permanent Part-Time Child Support Assistant position and will perform many of the routine clerical duties of the Child Support Office Technician. To facilitate this additional clerical workload another Permanent Part-Time Child Support Assistant at the 0.70 level is being requested. It is requested that these changes take place December 1, 2012, so cross training can be accomplished before the CSS III's retirement date.

In the Fiscal Year 2013-2014 Requested Budget, the department will request the Board to allocate a Child Support Specialist II position and eliminate the Child Support Office Technician position, effective October 1, 2013.

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Although there is a hiring moratorium in place, the Board has allowed hiring new employees as well as allowing promotions during the moratorium. The Department of Child Support Services has a separate source of funding and this proposal will have no impact on the General Fund. In addition, with the retirement of the Child Support Specialist III, there will be salary savings. This proposal would also keep our staffing level the same when the retirement occurs.

The affected union has been notified of the proposed reorganization.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

From time to time, the Board has supported and approved reorganizations for County departments.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve and give alternative direction.

### **FINANCIAL IMPACT:**

Funds are available within the current Child Support Budget to cover the reorganization. It will actually result in a savings of approximately \$24,000 the first year and there should be some salary savings in future years as well.

Transfer from account 001-0207-515-0161 (Child Support Specialist III) in the amount of \$16,500.00; and Transfer to account 001-0207-515-0199 (Child Support Office Assistant I/II) in the amount of \$16,500.00

11/13/12 001-0207-515-0199 · Child Support Office Assistant I/II \$16,500.00

11/13/12 001-0207-515-0161 · Child Support Specialist III (\$16,500.00)

Total: \$0.00

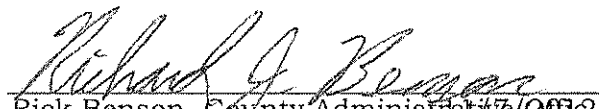
### **ATTACHMENTS:**

budgetaction CSS (PDF)

CSS Reorganization 2012 (XLSX)

### **CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrative Officer

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Jim Allen, District V Supervisor

**SECONDER:** Kevin Cann, District IV Supervisor

**AYES:** Stetson, Turpin, Bibby, Cann, Allen

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0207	515.01-61	Salaries-CSS III			16,500
001	0207	515.01-99	Salaries-Office Assist I/II		16,500	
TOTALS					16,500	16,500

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS						

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or transferring appropriation from Contingencies

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**     Redistribution of funds to cover personnel changes within office

DEPT HEAD SIGNATURE *Julius Neeb*     DATE 9/11/2012

APPROVED BY RES NO. 12-552 CLERK *MM*     DATE 11-13-12

DEPARTMENT Child Support Services

AUDITOR'S USE ONLY BA #
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**MARIPOSA COUNTY CHILD SUPPORT SERVICES**

Current Organization:

Child Support Services Director	1
Child Support Accounting Specialist	1
Child Support Specialist III	3
Child Support Office Technician	1
Child Support Office Assistant	0.5
TOTAL:	<u>6.5</u>

Extra-Help Attorney

Proposed Organization:

Child Support Services Director	1
Child Support Accounting Specialist	1
Child Support Specialist III	2
Child Support Office Technician	1
Child Support Office Assistant	0.8
Child Support Office Assistant	0.7
TOTAL:	<u>6.5</u>

Extra-Help Attorney

2013-2014 Organization:

Child Support Services Director	1
Child Support Accounting Specialist	1
Child Support Specialist III	2
Child Support Specialist II	1
Child Support Office Assistant	0.8
Child Support Office Assistant	0.7
TOTAL:	<u>6.5</u>

Extra-Help Attorney