

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 6-27-00
AGENDA ITEM NO.: 5

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No)

Resolution Establishing Department Head Classification of Child Support Services Director, Establishing Compensation effective July 1, 2001 at \$50,000 per year and Authorizing a 20 Percent Allowance for the Family Support Division Manager for the Transition Period effective July 1, 2000.

State law requires that our Family Support operation become an independent department separate from the District Attorney's Office. The law also provides that all current employees will transition to the new department except for the manager. Transition activities are now underway, with the transition planned to be completed July 1, 2001. The classification specification ("class spec") is only one of several administrative pieces that need to be put in place before the change.

The State Department of Child Support Services has provided guidance as to the requirements for the new department head position. This guidance was used to create the recommended class spec along with samples from other counties. The class spec is also consistent with Mariposa County department head class specs. Compensation is recommended to be at \$50,000 per year effective July 1, 2001. This is based on a comparison of Mariposa County departments including factors such as number supervised, size of budget and consequence of error. The recommended salary is lower than the salary of the Deputy

(continued on next page)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

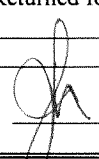
The District Attorney and Family Support Division Manager have given the Board of Supervisors briefings on the transition in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Creation of a new department head position required by law. The Board of Supervisors has discretion regarding some of the duties and the salary level.

COSTS: (<input checked="" type="checkbox"/>) Not Applicable	SPECIAL INSTRUCTIONS:
A. Budgeted Current FY \$	List the attachments and number the pages consecutively:
B. Total Anticipated Costs \$	_____
C. Required Additional Funding \$	_____
D. Internal Transfers \$	_____
SOURCE: () 4/5ths Vote Required	_____
A. Unanticipated Revenues \$	_____
B. Reserve for Contingencies \$	_____
C. Source Description: _____	_____
Balance in Reserve for Contingencies ,if approved:	_____

CLERKS USE ONLY:
 Res. No. 00-239 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved () Denied
 Minute Order Attached () No Action Necessary
 The foregoing instrument is a correct copy of the original on file in this office
 Date: _____
 ATTEST: _____
 MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 BY: _____
 Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
 This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
 Comment: _____
 CAO's Initials: 

District Attorney III that will work under the Director. In this case, an exception to the ten-percent spread is justified as the attorney is a specialized professional position with documented recruitment difficulties.

The current Family Support Division Manager is already carrying out transition tasks. These include preparing planning documents and coordinating with the CAO to respond to State requests for information. The CAO now receives all State correspondence relating to child support program activities to prepare this office for the transition. These tasks are "out-of-class" work for the Manager, but they do not rise to the level of the recommended Child Support Services Director as the tasks are carried out under the direction of the District Attorney. For this reason, it would not be appropriate to designate the Manager as an acting department head. In lieu of the standard process, it is recommended the Board of Supervisors approve a 20 percent allowance for the Family Support Division Manager effective July 1, 2000 and terminating upon conclusion of the transition to an independent department. The 20 percent allowance places the salary of the Manager roughly in the middle between the existing compensation level and the recommended level.

An alternative approach is to create a separate classification for the interim position, but that seemed to be an unnecessary extra step in an already bureaucratically burdened process.

Attachments: Letter from State Department of Child Support Services
 Proposed classification specification for Child Support Services Director
 Salary schedule for elected and appointed officials

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 138006, Sacramento, CA 95813-8006



RECEIVED
 APR 20 2000
 MARICOPA COUNTY
 DISTRICT ATTORNEY

April 18, 2000

FSD LETTER NO: 00-06

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation Change
 Court Order or Settlement Change
 Clarification requested by One or More Counties
 Initiated by DCSS

TO: ALL BOARDS OF SUPERVISORS
 ALL COUNTY EXECUTIVE OFFICERS
 ALL FSD DIRECTORS
 ALL DISTRICT ATTORNEYS

SUBJECT: LOCAL AGENCY TRANSITION--ADMINISTRATOR APPOINTMENTS

Section 173304 of the California Family Law Code requires the Department of Child Support Services to establish the qualifications for the administrator of the new, local child support agencies. Further, counties wishing to transition from the office of the district attorney to the new local child support agencies prior to January 1, 2001, must appoint an administrator and submit a transition plan to the department for approval prior to initiating any such plan (17305 FC).

Legislation requires the administrator to be appointed by the board of supervisors in each county. Section 17304(e) of the California Family Law Code requires that employees, and other personnel, of a district attorney's office shall become employees of the new, local child support agency does not apply to incumbent IV-D directors employed by district attorney's offices.

When considering appointments for the administrator of the local child support agencies the Boards of Supervisors shall select a candidate who possesses the following qualifications and experience:

- Demonstrated leadership skills, preferably in a child support program.
- In-depth knowledge of government programs at the federal, state, or local level.
- Demonstrated ability to manage complex organizations, including goal setting, budget management, personnel, and long-term planning.
- Experience managing automation efforts including the direction of systems development, maintenance, and operational efforts.
- Experience working cooperatively with diverse interest groups including advocacy groups and other governmental organizations.

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- Preparation of annual budgets.
- Ability to analyze complex problems and recommend solutions.
- Experience with systems resource analysis and management, including hardware and software inventory.
- Ability to analyze and implement program mandates.
- Demonstrated familiarity with current training models and techniques.

Desirable qualifications and experience shall include:

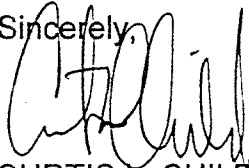
- Knowledge of child support programs at the federal, state, or local level, including the establishment, modification, and enforcement of child support orders.
- Knowledge of federal and state civil and criminal laws and regulations applicable to the delivery of child support services.
- Knowledge of the child support practices and procedures of the local courts.
- Responsible supervisory, administrative, or managerial experience relating to the planning, organizing, and directing of various functions of a local child support agency.
- Equivalent to a bachelors degree from an accredited college or university in business or public administration, psychology/sociology or related disciplines or four years experience performing duties in a public agency of which two years were in a senior level administrative or management position.

County Boards of Supervisors shall not require candidates to possess a law degree or to be a member of a state bar. However, a candidate who possesses a law degree or is a member of a state bar may be eligible for appointment.

At the time of publication, counties shall forward a copy of the job description developed for their Director's position to the Technical Assistance and Training Bureau.

If you have any questions regarding these qualifications, please contact Richard A. Williams, Chief, Technical Assistance and Training Bureau, at (916) 263-4713.

Sincerely,



CURTIS L. CHILD
Director

**COUNTY OF MARIPOSA
APPOINTED OFFICIALS**

	AMOUNT Effective 1/1/99 (ANNUAL)	AMOUNT Effective 4/1/00 (ANNUAL)	AMOUNT Effective 1/1/01 (ANNUAL)
County Administrative Officer	\$74,263	\$77,976	\$80,315
County Counsel	\$71,515	\$75,091	\$77,344
Director of Public Works	\$68,110	\$71,515	\$73,661
Planning Director	\$64,000	\$67,200	\$69,216
Human Services Director	\$60,788	\$63,827	\$65,742
Chief Probation Officer	\$56,758	\$59,596	\$61,384
County Health Officer	\$56,758	\$59,596	\$61,384
Technical Services Director	\$51,500	\$57,000	\$58,710
Building Director	\$52,000	\$54,600	\$56,238
Fire Chief	\$52,000	\$54,600	\$56,238
County Librarian	\$47,000	\$49,350	\$50,831
Community Services Dir.	\$40,778	\$46,000	\$47,380
Visitors Bureau Director	\$40,314	\$43,000	\$44,290
Clerk of the Board	\$35,010	\$36,760	\$37,863

ELECTED OFFICIALS

	AMOUNT Effective 1/1/99 (ANNUAL)	AMOUNT Effective 4/1/00 (ANNUAL)	AMOUNT Effective 1/1/01 (ANNUAL)
District Attorney	\$67,898	\$71,293	\$73,432
Sheriff	\$67,367	\$70,735	\$72,857
Auditor	\$55,003	\$57,753	\$59,486
Assessor-Recorder	\$52,181	\$54,790	\$56,435
Treasurer/Tax Collector/Clerk	\$50,393	\$52,913	\$54,500
Board of Supervisors**	\$27,653	\$27,653	\$27,653

**NOTE: 3% July 1, 1999 per Co. Code 2.60

MARIPOSA COUNTY

JOB TITLE: CHILD SUPPORT SERVICES DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, manage and direct the operations of the Child Support Services Department; to prepare and administer the budget for the department; to provide direction regarding overall office procedures and to direct, supervise, train, discipline and formally evaluate the work of others. This executive position is responsible for the effective and efficient operation of the Child Support Services Department and requires a high degree of initiative and administrative skills as well as a thorough knowledge of all aspects of local child support enforcement practices and procedures.

The Child Support Services Director is appointed by and serves at the pleasure of the Board of Supervisors.

TYPICAL DUTIES:

- Plans, organizes, directs and administers the day-to-day operations of the Child Support Services Department
- Develops and implements goals and objectives for the department pursuant to policy guidelines established by the Board of Supervisors and the State Department of Child Support Services
- Directs, supervises, trains, disciplines and formally evaluates the work of assigned personnel
- Prepares and administers the annual budget and oversees all aspects of fiscal operations for the department
- Prepares a variety of plans, reports and correspondence
- Develops and operates the department's automated systems and works with the State and other agencies to develop, implement and maintain the statewide interactive automated system

TYPICAL DUTIES: (cont'd)

- Analyzes and interprets legislation and State Department of Child Support Services policies, procedures and directives to determine impacts on the department and implements directives as required
- Attends meetings of the Board of Supervisors making presentations and answering questions on technical and policy issues
- Attends meetings and represents the department on various committees and to various community groups
- Performs other related duties as required

EMPLOYMENT STANDARDS

Knowledge of:

- Child support programs at the federal, state and local level including procedures for establishment, modification and enforcement of child support orders
- Federal and state civil and criminal laws and regulations applicable to delivery of child support services
- Court practices and procedures as they relate to child support activities
- Methods and techniques of personnel supervision
- Principles of budget preparation and administration
- Automated systems development and operations

Ability to:

- Plan, develop and implement operational procedures designed to meet established goals and objectives
- Interpret and apply applicable laws, regulations and policies

Ability to: (cont'd)

- Direct the work of others
- Analyze complex problems and recommend solutions
- Communicate effectively and tactfully in oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Education and Experience:

Equivalent to a bachelor's degree from an accredited college or university in business or public administration, psychology, sociology or related discipline or four years of responsible administrative, supervisory or managerial experience relating to the planning, organizing and directing various functions of a local child support agency.

Creation Date: 6/00 (B/S 00-239)