

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

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

Adopt this resolution approving proposed new class specification for the position of Family Support Compliance Technician at a salary range of 128 (\$1,788-\$2,173), allocating one position of Family Support Compliance Technician to the Employee Allocation Schedule, and approving Budget Action Form reflecting the net effect of adjustments to revenue and appropriations resulting from this new classification. This new classification of Family Support Compliance Technician will be assigned to the Mariposa County General Employees' Association (SEIU).

The attached FSDIN No. 1-67-98 issued by the California Department of Social Services on December 15, 1998 discusses the change in their policy to provide for "self-review" by all counties and provides for a 100% allocation from federal and state funds. Attachment I to this letter represents a 1998/99 Allocation (Final) of \$30,000 for Mariposa County, and a 1999/00 Allocation (Preliminary) of \$38,772 for Mariposa County. The District Attorney intends to fill the requested allocation by promotion from within the department; no additional staffing or County funds will be required to effect this self-review program.

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."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification and salary range. The State of California would continue to perform the required compliance reviews, and Mariposa County would lose its allocation of funds for this work.
2. Make any changes to this proposed class specification and salary range as deemed necessary by the Board.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: (X) 4/5ths Vote Required

A. Unanticipated revenues \$11,223

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

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

1. Class Specification for Family Support Compliance Technician.
2. Dept. of Social Services FSDIN No. 1-67-98 dated 12/15/98.
3. CAO's memo dated 3/3/99.
4. Budget Action Form.

CLERK'S USE ONLY: 99-87

Res. No.: _____ 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: _____

A.O. Initials: JG

MARIPOSA COUNTY

JOB TITLE: Family Support Compliance Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision within the Family Support Division of the District Attorney's Office, to conduct an annual review of cases to ensure compliance with federal and state child support laws and regulations, prepare reports detailing the findings of the review for submission to the State Department of Social Services, prepare a corrective action plan or program improvement report as required, and to monitor cases to ensure ongoing compliance; to participate in annual training and other related meetings as appropriate; to serve as the County contact for other state or federal reviews or audits to be done in the Family Support Division; to assist with necessary caseload accounts and record keeping; and to do other related work as required.

SUPERVISOR: Family Support Division Manager

TYPICAL DUTIES:

- Prepare and conduct performance reviews of family support activities including case list validation, locating cases to be reviewed, conducting case reviews, reviewing expedited process and other program administration components, preparing time study forms for the program activity identified as "performance review," and completing all other necessary review forms and summaries; may conduct other reviews for purposes of ensuring ongoing compliance with state and federal mandated regulations and guidelines
- Prepare performance review reports including assembling necessary information, preparing written report and coordinating its issuance to the state; may require ongoing correspondence regarding the review and/or the report
- Provide necessary documentation and coordinate state monitoring visits including meeting with state reviewers and responding to state reviewer findings

MARIPOSA: Family Support Compliance Technician

TYPICAL DUTIES (Cont'd):

- Assist in implementing program improvement/corrective or preventive action including all aspects of preparing, submitting, and carrying out provisions of the program improvement report which addresses program improvement and corrective action requirements resulting from performance reviews; determine the cause of the problems, identify solutions and coordinate necessary action; prepare and provide information to the state to completion of corrective action and/or interim milestones; and follow-up regarding revision of any County policy and procedure necessary for effective corrective action
- Serve as point of contact for other reviews and/or audits conducted by state or federal staff; coordinate the provision of such information and assistance as is necessary to facilitate the completion of the review/audit and any resulting corrective action/program improvement
- Make recommendations on matters pertaining to compliance and overall program performance enhancement; participate in the development and provision of training for County staff to achieve and maintain compliance; and participate in annual training conducted by the state or other entities in the conduct of performance reviews
- Act as liaison with other state and/or county agencies regarding performance review activities and preparing and making presentations such as in the California Family Support Council or other related organizations
- May assist the state in developing and maintaining statewide review procedures and guidelines, as requested by the state
- Assist in maintenance of caseload operational statistics, accounts and record keeping as required
- Perform other related duties similar to the above in scope and function as required

MARIPOSA: Family Support Compliance Technician

EMPLOYMENT STANDARDS

Knowledge of:

- basic accounting principles
- relevant federal and state laws and regulations governing the child support program
- policies and procedures regarding the child support program
- legal terminology, documents and civil procedures applicable to family support functions for establishment of support and enforcement of judgements
- related state programs
- computer systems and child support applications
- governmental accounting and reporting procedures regarding the collection and distribution of child support

Ability to:

- learn and apply policies and procedures regarding the child support program
- plan and organize work to meet deadlines on a timely basis
- use standard office equipment, computer systems and related software
- research, collect and analyze statistical data; draw logical conclusions and prepare clear and concise reports
- evaluate processes and formulate appropriate recommendations to improve family support operations
- attend annual training required by the state and other related meetings as appropriate
- assist in maintenance of accurate case files, accounts and records
- communicate effectively in both oral and written forms

MARIPOSA: Family Support Compliance Technician

Ability to (Cont'd):

- maintain effective working relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS

High school graduation or equivalent and five years of increasingly responsible work experience in bookkeeping, maintenance of financial records or statistics, at least two years of which must be working directly with family support functions and showing an ability to understand and interpret related documentation and caseload record keeping. College-level course work in accounting and statistics is highly desirable.