

Chris Sullivan
Assistant Director

**Lassen County Department of
Child Support Services**

P.O. Box 999 (Mailing)
2950 Riverside Drive (Physical)
Susanville, CA 96130

CSE IVR 1-866-901-3212
Fax (530)251-2667
SDU IVR 1-866-325-1010

August 6, 2025

To: Lassen County Board of Supervisors

From: Chris Sullivan, Assistant Director
Department of Child Support Services

RE: Approval to fund 2 Child Support Specialist I/II positions

BACKGROUND

The Lassen County Department of Child Support Services is fully funded through State and Federal sources. Each year, we are required to submit our budget to the State by June. Our FY 2025–2026 budget was approved by the State on July 3, 2025, and includes funding for two additional Child Support Specialist I/II positions.

We are currently in the process of obtaining County approval for our budget. While we understand and respect the importance of this process, it is critical that we proceed with filling these positions to remain in compliance with State spending timelines.

Recruitment efforts have been ongoing since April, and we currently have one of the strongest candidate pools we've seen in years. To move forward, we are requesting Board approval to fund and fill the two additional positions as outlined in our approved State budget.

ACTION REQUESTED

Approval to fund and fill two (2) additional Child Support Specialist I/II positions within the Lassen County Department of Child Support Services. Funding to come from Lassen County Department of Child Support Services state allocation 2025/26.

FISCAL YEAR 2025-26 Summary			
Fund:	528		
Department :	CHILD SUPPORT		
Budget Unit Name:	CHILD SUPPORT		
Budget Unit Number:	432		
Account Name	FY 2024/25 FINAL	FY 2025/26 REQUEST	Expansion/ (Reduction)
Total FTE Employees	7.00	9.00	2.00
Salaries & Benefits	\$ 834,945	\$ 865,080	30,135
Services & Supplies	\$ 237,867	\$ 207,732	(30,135)
Transfers out	\$ -	\$ -	0
Capital Outlay	\$ -	\$ -	0
TOTAL BUDGET REQUEST	\$ 1,072,812	\$ 1,072,812	0
Revenues Available	\$ 1,072,812	\$ 1,072,812	0
Fund Balance (if applicable)			
TOTAL REVENUES AVAILABLE	\$ 1,072,812	\$ 1,072,812	0
NET GENERAL FUND REQUIRED	\$ -	\$ 0	0

Department Head Signature

Date: