

County of Lassen
ADMINISTRATIVE SERVICES



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March 10, 2017

TO: Board of Supervisors
 Agenda Date: March 21, 2017

FROM: Richard Egan, County Administrative Officer 

SUBJECT: Director of Child Support Services

RECOMMENDATION: That the Board: Consider approving a change in Salary Range Allocation from Range M30 to Range M32 for the Director of Child Support Services, with an effective date of March 26, 2017.

PREVIOUS BOARD ACTIONS: Board approval of the Director of Child Support Services Job Description on November 27, 2012 (see attached).

DISCUSSION: As directed by the Board, I have completed a wage review of the salary range for the Director of Child Support Services. Ms. Kelley Cote is the Director.

Ms. Cote and I have met. We have reviewed and discussed her job duties, responsibilities and salary. The position is currently authorized to receive compensation at Salary Range M30.

For your information, I have attached Management Monthly Salary Schedule and Job Description.

The Board may want to consider approving a salary range increase from Salary Range M30 to M32.

FISCAL IMPACT: No impact to the General Fund. Range Allocation increase can be absorbed in the current 2016/17 fiscal year by salary savings. An increase would be effective beginning on March 26, 2017 (the beginning of the next pay period) or a date selected by the Board of Supervisors. Additionally, pursuant to Lassen County Personnel Rules & Regulations Section 511. Change in Range Allocation, the allocation to the new salary range will be adjusted to the corresponding step of the new range.

ALTERNATIVES: Deny or amend request/effective date, and/or provide direction to staff.

RE:ts



COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Director of Child Support Services	CLASS CODE	CS01
DEPARTMENT:	CHILD SUPPORT SERVICES	UNIT	Dept Head
APPOINTED BY:	BOARD OF SUPERVISORS	FLSA STATUS	EXEMPT
REPORTS TO	County Administrative Officer	EMP STATUS	AT WILL
BOS APPROVAL	11/29/01 / Revised 8/07/Reviewed 10/09, Rev. 11/27/2012	RANGE	M30

JOB SUMMARY

Under administrative direction, plans, organizes, supervises and directs the operations of the Lassen County Child Support Department. Formulates and enforces policies and procedures governing operations of the department; and reviews, develops and initiates the programs designed to maximize the effectiveness of the child support enforcement activities.

DISTINGUISHING CHARACTERISTICS

This is an "at-will" department head position that is appointed by and serves at the pleasure of the Board of Supervisors and reports to the County Administrator. This position also receives direction from the State Director of the Department of Child Support Services.

SUPERVISION RECEIVED AND EXERCISED

The Director of Child Support Services reports to the Board of Supervisors of Lassen County. Administrative supervision is provided by the County Administrative Officer.

Exercises direct supervision over assigned clerical, technical and supervisory personnel. Provides administrative direction and non-professional oversight to the Child Support Services Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Develop, plan and implement department goals and objectives; recommend and administer departmental policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations.

Prepare and administer the department annual budget and control expenditures.

Analyze, interpret, formulate and develop policies and procedures for child support activities in conformance with federal, state and local laws and regulations,

Review pertinent legislation, direct preparation of state reports required by federal and state authorities

Direct, oversee and participate in the development of the Department's work plan, assign work activities, projects and programs; monitor work flow; review and evaluation work products, methods and procedures.

Advise staff on case management strategy and techniques,

Attend and make presentations at board meetings and represent Department to outside groups and organizations.

Research and prepare technical and administrative reports and studies.



COUNTY OF LASSEN JOB DESCRIPTION

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business or public administration, psychology, sociology or related field

Four years progressively responsible administrative experience in a child support agency or related field, including at least two years at a senior level administrative or management position.

Licenses and Certifications

Valid driver's license as required by the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Child Support practices, procedures and programs at the federal, state, and local level

Federal and state civil and criminal laws and regulations applicable to the delivery of child support services.

Principles and practices of organization, administration and personnel management.

Principles and practices of supervision, training and performance evaluations.

Budget development and expenditure control

Ability to:

Plan, organize, manage and coordinate the functions of the Department of Child Support Services

Work cooperatively with other employees.

Interpret and apply County policies, procedures, rules and regulations.

Establish and maintain effective working relationships with those contacted in the course of work, to gain cooperation through discussion and persuasion

Manage multiple tasks; organize and manage multiple priorities.

Communicate clearly and concisely, both orally and in writing.

Oversee the development and utilization of computer systems and software

Maintain confidentiality of information.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

To drive and to travel frequently.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist and/or bend; perform simple grasping, pushing, pulling and extensive fine manipulation; and occasionally lift up to 35 pounds.

Ability to speak and hear, to use hands to finger or handle.



COUNTY OF LASSEN JOB DESCRIPTION

Working Conditions

Work is normally performed in an office environment with little exposure to outdoor temperatures or dirt and dust. However, may need to travel to meetings and trainings. Working conditions are usually quiet to moderate.

**Management
Monthly Salary Schedule
Fiscal Year 2016/2017
NEGOTIATED 2.0% INCREASE
EFFECTIVE 7/2016**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
1	1433	1495	1561	1630	1703
2	1571	1640	1712	1788	1868
3	1640	1712	1788	1868	1952
4	1712	1788	1868	1952	2040
5	1788	1868	1952	2040	2133
6	1868	1952	2040	2133	2230
7	1952	2040	2133	2230	2332
8	2040	2133	2230	2332	2439
9	2133	2230	2332	2439	2551
10	2230	2332	2439	2551	2669
11	2332	2439	2551	2669	2793
12	2439	2551	2669	2793	2924
13	2551	2669	2793	2924	3060
14	2669	2793	2924	3060	3204
15	2793	2924	3060	3204	3355
16	2924	3060	3204	3355	3513
17	3060	3204	3355	3513	3679
18	3204	3355	3513	3679	3853
19	3355	3513	3679	3853	4037
20	3513	3679	3853	4037	4229
21	3679	3853	4037	4229	4431
22	3853	4037	4229	4431	4643
23	4037	4229	4431	4643	4866
24	4229	4431	4643	4866	5099
25	4431	4643	4866	5099	5345
26	4643	4866	5099	5345	5603
27	4866	5099	5345	5603	5873
28	5099	5345	5603	5873	6157
29	5345	5603	5873	6157	6456
30	5603	5873	6157	6456	6769
31	5873	6157	6456	6769	7098
32	6157	6456	6769	7098	7444
33	6456	6769	7098	7444	7806
34	6769	7098	7444	7806	8187
35	7098	7444	7806	8187	8587
36	7444	7806	8187	8587	9007
37	7806	8187	8587	9007	9448
38	8187	8587	9007	9448	9911
39	8587	9007	9448	9911	10397

40	9007	9448	9911	10397	10907
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**Management
Hourly Salary Schedule
Fiscal Year 2016/2017**

**NEGOTIATED 2.0% INCREASE
EFFECTIVE 7/2016**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
1	8.2658	8.6270	9.0062	9.4044	9.8226
2	9.0609	9.4592	9.8774	10.3165	10.7776
3	9.4592	9.8774	10.3165	10.7776	11.2618
4	9.8774	10.3165	10.7776	11.2618	11.7702
5	10.3165	10.7776	11.2618	11.7702	12.3039
6	10.7776	11.2618	11.7702	12.3039	12.8644
7	11.2618	11.7702	12.3039	12.8644	13.4529
8	11.7702	12.3039	12.8644	13.4529	14.0708
9	12.3039	12.8644	13.4529	14.0708	14.7196
10	12.8644	13.4529	14.0708	14.7196	15.4009
11	13.4529	14.0708	14.7196	15.4009	16.1162
12	14.0708	14.7196	15.4009	16.1162	16.8673
13	14.7196	15.4009	16.1162	16.8673	17.6559
14	15.4009	16.1162	16.8673	17.6559	18.4840
15	16.1162	16.8673	17.6559	18.4840	19.3534
16	16.8673	17.6559	18.4840	19.3534	20.2664
17	17.6559	18.4840	19.3534	20.2664	21.2250
18	18.4840	19.3534	20.2664	21.2250	22.2315
19	19.3534	20.2664	21.2250	22.2315	23.2883
20	20.2664	21.2250	22.2315	23.2883	24.3980
21	21.2250	22.2315	23.2883	24.3980	25.5632
22	22.2315	23.2883	24.3980	25.5632	26.7866
23	23.2883	24.3980	25.5632	26.7866	28.0712
24	24.3980	25.5632	26.7866	28.0712	29.4201
25	25.5632	26.7866	28.0712	29.4201	30.8363
26	26.7866	28.0712	29.4201	30.8363	32.3234
27	28.0712	29.4201	30.8363	32.3234	33.8849
28	29.4201	30.8363	32.3234	33.8849	35.5244
29	30.8363	32.3234	33.8849	35.5244	37.2459
30	32.3234	33.8849	35.5244	37.2459	39.0534
31	33.8849	35.5244	37.2459	39.0534	40.9514
32	35.5244	37.2459	39.0534	40.9514	42.9442
33	37.2459	39.0534	40.9514	42.9442	45.0367
34	39.0534	40.9514	42.9442	45.0367	47.2338
35	40.9514	42.9442	45.0367	47.2338	49.5408
36	42.9442	45.0367	47.2338	49.5408	51.9631
37	45.0367	47.2338	49.5408	51.9631	54.5065
38	47.2338	49.5408	51.9631	54.5065	57.1771

39	49.5408	51.9631	54.5065	57.1771	59.9812
40	51.9631	54.5065	57.1771	59.9812	62.9256