## Agenda Submittal

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| **Agenda #:** | 13 | **Status:** | Approved |
| **Type:** | Resolution | **Department:** | Department of Child Support Services |
| **File #:** | 18-89 | **Contact:** | Pamela K Posehn, 784-3606 |
| **Agenda date:** | 2/6/2018 | **Final action:** | 2/6/2018 |
| **Title:** | Adopt a resolution amending the List of Numbers and Classifications of Positions to delete 1.0 FTE Child Support Training Specialist and add 1.0 FTE Child Support Specialist (Supervising) position to address operational changes in the Department of Child Support Services | | |
| **Governing body:** | Board of Supervisors | | |
| **District:** | All | | |
| **Attachments:** | 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 2/6/2018 | 1 | Board of Supervisors | Adopted | |

Published Notice Required?     Yes _____ No _X__
Public Hearing Required?     Yes _____ No _X _

## DEPARTMENTAL RECOMMENDATION:

The Solano County Department of Child Support Services (DCSS) recommends that the Board of Supervisors adopt a resolution to amend the List of Numbers and Classifications of Positions to delete 1.0 FTE vacant Child Support Training Specialist and add 1.0 FTE Child Support Specialist (Supervising) to address operational changes.

## SUMMARY:

On December 31, 2017, the Child Support Training Specialist position allocated to DCSS became vacant due to a retirement. The vacancy creates an opportunity for DCSS to restructure the organization to increase efficiency and provide operational flexibility. DCSS proposes the addition of 1.0 FTE Child Support Specialist (Supervising) and the deletion of a vacant 1.0 FTE Child Support Training Specialist to support the current needs of the office.  Approval of the resolution will allow DCSS to better utilize employee resources in an environment of continuous flat funding.

## FINANCIAL IMPACT:

There is no General Fund impact associated with adoption of the recommended resolution as DCSS is funded with State and federal funds. There is no impact to the current budget, and minimal increase of approximately $3,000 anticipated for FY2018/19.

## DISCUSSION:

DCSS has been flat funded for fifteen consecutive years, with an accompanying 38% reduction in staff during the same period due to annual operating cost increases.  Whereas hiring used to be continuous and ongoing, DCSS now hires a few times per year, usually as a result of internal promotions or retirements.

In recent years, the State Department of Child Support Services (DCSS) has developed web-based training

modules to aid in training new child support employees and to enhance skills and competencies of more seasoned workers across all local DCSS departments.  The training modules, part of the "Child Support University" platform, are used state-wide by local child support agencies.  The State DCSS plans to expand the curriculum and web-based training platform, ultimately offering a full range of training topics for each classification and level of child support professional, and including a comprehensive learning management system.  Training is envisioned to be delivered through regional training locations, rather than exclusively by individual child support agencies.

In light of State DCSS's current and future efforts to change its training delivery model, the Department's reduced pace for hiring staff, and an ongoing flat funding environment, DCSS no longer needs a full-time Child Support Training Specialist, whose main responsibility was to develop and conduct training for the Department and perform a variety of administrative duties.  DCSS is asking to delete that allocation and replace it with a position capable of performing some training as well as higher level duties.

To increase flexibility of the Department and redistribute the workload, the Department is requesting to add an allocation for a Child Support Specialist (Supervising).  If approved, this position will lead and oversee a team responsible for providing training to all new employees, as well as ongoing training and development to existing staff at all levels of the organization.  The position will also supervise a unit of Child Support Specialists and perform the full range of supervisory duties.

**ALTERNATIVES:**

The Board may choose not to adopt the resolution; however, this is not recommended as it would limit the Department's ability to meet operational needs and maximize its funding allocation.

**OTHER AGENCY INVOLVEMENT:**

Human Resources and the County Administrator's Office have reviewed this proposal and recommend the position change.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION