



COUNTY OF HUMBOLDT

For the meeting of: 11/7/2023

File #: 23-1400

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Approval of Resolution to Adopt Merit System California Department of Human Resources (CALHR) Job Specification for Child Support Specialist I/II Classification

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the resolution (Attachment 1) adopting the amended job specification for Child Support Specialist I/II (classification # 0141A/B) into the classification system immediately.

SOURCE OF FUNDING:

N/A

DISCUSSION:

Staff have become aware that the County of Humboldt job specification for Child Support Specialist I/II does not align with the job specification of Merit Systems California Department of Human Resources (CALHR). It is required that the job specifications align to advertise the positions through both County of Humboldt and Merit Systems CALHR when seeking to fill a Merit position.

The Human Resources Department has discussed the discrepancies with Merit Systems CALHR and the North Coast Regional Department of Child Support Services. Staff have determined that the Merit Systems CALHR job specification is more inclusive and would allow for more applicants to achieve the minimum qualification threshold. Adopting the amended job specification would provide more candidates the opportunity to apply, as well as provide a more robust applicant list for departments. Therefore, Human Resources recommends amending the job specification for the Child Support Specialist I/II classification, to match with the Merit System CALHR job specification.

FINANCIAL IMPACT:

N/A

Narrative Explanation of Financial Impact:

There is no financial impact associated with these recommendations as no change in compensation is

being recommended.

STAFFING IMPACT:

N/A

Narrative Explanation of Staffing Impact:

There is no staffing impact.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by facilitating public/private partnerships to solve problems and investing in County employees.

OTHER AGENCY INVOLVEMENT:

Merit Systems California Department of Human Resources (CALHR).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board could choose not to approve this recommendation. However, this is not recommended as this position cannot be advertised through both County of Humboldt and Merit Systems (CALHR) until the job specifications match.

ATTACHMENTS:

Attachment 1: Resolution adopting the amended job specification for Child Support Specialist I/II into the classification system.

Attachment 2: Child Support Specialist I/II job specification

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A