COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1071

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Adoption of Merit System California Department of Human Resources (CALHR) Amended and Retitled Job Classification Specification for Supervising Child Support Specialist.

RECOMMENDATION(S):
That the Board of Supervisors:

1. Adopt the amended and retitled classification specification (Attachment #1) for Supervising Child Support Specialist (classification #0136), retitled Child Support Supervisor, into the classification system effective immediately.
2. Adopt the Compensation Schedule effective July 21, 2024 (Attachment #4)

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
On June 20th, 2024, the California Department of Human Resources (CALHR) notified all California counties of a revision to the job specifications for the Child Support Supervisor classification. This revision includes language updating the typical duties, employment standards, and Knowledge, Skills, and Abilities (KSAs) for a Child Support Supervisor. Most notably, the minimum qualifications have been amended to be more inclusive by adding language that allows for comparable experience obtained outside of a state or government agency to qualify as meeting the minimum qualifications for the position.

After review of the County of Humboldt's current job classification specification for this position, it was determined that there are significant differences between the specifications provided by CALHR and those under the County of Humboldt. It is required that the job specifications align to advertise the position through both County of Humboldt and Merit Systems CALHR when seeking to fill a Merit position. Therefore, Human Resources recommends amending the current County of Humboldt job specification for the Supervising Child Support Specialist to match with the Merit System CALHR job specification, including retitling the job classification to Child Support Supervisor.

SOURCE OF FUNDING:

The Department of Child Support Services (1380206)

FINANCIAL IMPACT:
N/A
Narrative Explanation of Financial Impact:
There is no financial impact associated with this recommendation as no change in compensation is being recommended.

STAFFING IMPACT:
N/A
Narrative Explanation of Staffing Impact:
There is no staffing impact.

OTHER AGENCY INVOLVEMENT:
Merit Systems California Department of Human Resources (CALHR).

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The board could choose to not 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: Merit Systems California Department of Human Resources amended job specification for Child Support Supervisor.
Attachment 2: County of Humboldt current job specification for Supervising Child Support Specialist.
Attachment 3: Resolution for Adopting the Amended and Retitled Job Classification for Supervising Child Support Specialist
Attachment 4: Compensation Schedule effective July 21, 2024

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A