



# COUNTY OF HUMBOLDT

For the meeting of: 7/11/2023

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File #: 23-737

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**To:** Board of Supervisors  
**From:** Child Support Services  
**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Authorization and Approval to Hire a Child Support Attorney I/II Position in Anticipation of the Scheduled Retirement of a Current Child Support Attorney IV (4/5<sup>th</sup> Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize hiring a Child Support Attorney II [range 491, class 0363B] position for the North Coast Regional Department of Child Support Services (NCR DCSS).

**SOURCE OF FUNDING:**

1380-206

**DISCUSSION:**

One of the two NCR DCSS Child Support Attorney IV staff is scheduled to retire in December of 2023. NCR DCSS is obligated by law to maintain a level of legal service per the Family Code FC17206, "The department shall ensure that there is an adequate organizational structure and sufficient staff to perform functions delegated to any governmental unit relating to Part D (commencing with Section 651) of Subchapter 4 of Chapter 7 of Title 42 of the United States Code, including a sufficient number of attorneys to ensure that all requirements of due process are satisfied in the establishment and enforcement of child support orders."

NCR DCSS currently appears in two separate county court houses where physical presence is necessary: Trinity and Humboldt counties. In Humboldt County, NCR DCSS is required to be present in both departments 8 and 6. The candidate hired would require mentoring before appearing in court on their own. The department's current Child Support Attorneys are requesting to hire a new attorney 90 days prior to the Attorney IV's retirement. The best time to successfully start a candidate would be September, 2023. The hiring process should begin in July to accomplish this. After the retirement of the Attorney IV in December 2023, one Attorney IV position would be deallocated, returning NCR DCSS to a staffing level of two attorneys.

**FINANCIAL IMPACT:**

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<b>Expenditures (Fund, Budget Unit)</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	\$72,222	
Additional Appropriation Requested	\$44,043	
<b>Total Expenditures</b>	<b>\$116,265</b>	
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
DCSS 1380-206	\$116,265	
<b>Total Funding Sources</b>	<b>\$116,265</b>	

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

NCR DCSS budgeted for a Child Support Attorney I/II for 13 pay periods at the highest step in FY 2023-24 and is requesting an additional 8 pay periods of the Child Support Attorney I/II position for training purposes in FY 23-24. The overall increase of expense on the FY23-24 budget is projected to be \$44,043 using the highest compensation level in the salary range to show the highest potential impact for transparency. The calculated cost will be offset by deferring recruitment for other budgeted positions.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Child Support Attorney II	206-0363B-02	E	1	

**Narrative Explanation of Staffing Impact:**

The retirement of one of the current Child Support Attorney IV positions in December will leave NCR DCSS understaffed without a trained replacement. A single attorney cannot perform all of the legal work necessary and appear in both Trinity and Humboldt court when required. Hiring a new Child Support Attorney, I/II while there are two attorneys onsite will allow NCR DCSS to provide uninterrupted and consistent services to the public.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

- Core Roles: Provide for and maintain infrastructure
- New Initiatives: Provide community-appropriate levels of service
- Strategic Plan: 4.4 - Attract and retain the best county employees

**OTHER AGENCY INVOLVEMENT:**

The NCR DCSS would be utilizing Human Resources and Merit Systems in posting this position.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

This position is required to meet FC 17206 guidelines which include ensuring that there is adequate

organizational structure and sufficient staff to perform functions. These functions include maintaining a sufficient number of attorneys to ensure that all requirements of due process are satisfied in the establishment and enforcement of child support orders. If an Attorney I/II is not hired and trained before the current Attorney IV staff member retires, the Department may have to contract with private attorneys or other child support agencies to provide legal services at a higher expense. This may result in delayed court hearings and put the county at risk if due process standards are not met.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A