

Department of Child Support Services

Restructure Overview

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Steps Taken to Date

- Assess budget to ensure sufficient funding.
- Analysis of duties for multiple positions to identify workloads and duty shifting options
- Discussion with Program Manager
- Discussion with Personnel Director
- Discussion with County Administrator, then official request memo.
- Job Analysis for the Child Support Specialist I/II/III/IV
- Exams Developed for CSS I/II/III/IV
- County Classification Specifications developed
- Notice Cal HR that County now has oversight for this classification
- Notice and proposal to Union

Requested Changes

- Create a new position: Child Support Specialist (CSS) IV
- Change flexibly staffed CSS position from CSS I/II to CSS I/II/III
- Make the CSS IV position the Lead position instead of a CSS III
- Adopt County Class Specifications for the entire CSS Series I/II/III/IV and CS Supervisor
- Place CSS IV on the Master Salary Schedule and bump up CS Supervisor on the Salary Schedule to avoid compaction.
- Accept PAL Changes

Current vs Proposed

CURRENT



- CSS I/II
- CSS III (Lead)
- CSS IV doesn't exist
- 1 filled Supervisor
- 1 vacant Supervisor
- 1 filled CSS III (Lead)

PROPOSED

- CSS I/II/III
- CSS III (Advanced Journey Level)
- CSS IV (Lead)
- 1 filled Supervisor (Stay the Same)
- 1 vacant CSS IV (Lead)
- 1 Reclassify Employee as CSS IV (Lead)

Child Support Specialist Series After Changes

- Child Support Specialist I: Entry Level/ Trainee
- Child Support Specialist II: Journey Level
- Child Support Specialist III: Advance Journey Level (reclassified)
- Child Support Specialist IV: Lead (new)

Criteria Based Promotion

- To be eligible to apply for a promotion from CSS II to CSS III an employee must serve in the CSS II position for *at least* two years and demonstrate advanced journey level performance including independent case management, professional conduct, diligence in accessing and following policies, and meet attendance expectations.
- Must be willing and capable of serving as a trainer for a new CSS, provide lead worker assistance in the absence of a Lead CSS IV, and serve as a Subject Matter Expert in a function critical to the department.

Compensation

Position	Current Range	Proposed Range	Notes
CSS I	18	Stay as-is	
CSS II	22	Stay as-is	+4 ranges from CSS I
CSS III	26	Stay as-is	+4 ranges from CSS II
CSS IV	n/a	30	+4 ranges from CSS III
Supervisor	31	34	+4 ranges from CSS IV

Proposed Organizational Chart

