



Agenda Date: 10/16/2007  
Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Willihnganz for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** KAREN BRADY, HUMAN RESOURCES ANALYST I, 253-4490  
**SUBJECT:** Amend the Departmental Allocation List for Child Support Services Department

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### **RECOMMENDATION**

Human Resources Director requests the adoption of a resolution amending the Departmental Allocation List for Child Support Services deleting one (1) Staff Services Analyst I and adding one (1) Staff Services Analyst I/II, effective October 20, 2007.

### **EXECUTIVE SUMMARY**

This action will allocate a Staff Services Analyst position at the I/II level allowing greater flexibility in duties assigned.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Child Support Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	With the recent conversion to the new state automated system there is now a need for a flexibly staffed Staff Services Analyst I/II position in order to assign a more complex level of tasks to certain employees. The current position is a Staff Services Analyst I which has a limited scope of work. The Department does not have the Federal and State resources available to add staff to assume the additional workload created by the conversion to the Statewide system. The additional duties include statistical analysis, helpdesk functions, system administration, performance management and departmental

training. All of the additional duties require a higher level expertise and the incumbent is expected to perform complex duties and carry out the assignments with minimum supervision. The decisions made by the incumbent will impact the Department's service delivery and will contribute to the Department's performance planning and analysis.

Is the general fund affected? No

Future fiscal impact: In Fiscal Year 2007-2008, there is an expected total additional cost of \$6,115.57. The funds for this increase are available in the budget. Future appropriations will be budgeted accordingly.

Consequences if not approved: If the additional duties are not performed properly, the Department may not meet federal and state performance measures. This might also impact customer service, leading to potential negative impact to the families we serve. The Department does not have the financial resources available to add additional positions.

Additional Information: None.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Napa County Department of Child Support Services is requesting the deletion of a Staff Services Analyst (SSA) I and the addition of a flexibly staffed Staff Services Analyst (SSA) I/II. The Department intends to conduct an internal recruitment and delete the resulting vacancy. This request is a result of increased federal and state performance requirements and the implementation of the new statewide California Child Support Automated System (CCSAS). There is now a need to interact with counterparts statewide to ensure that work is handled consistently, in proper sequence and in a way that meets statewide requirements. There is a need for a subject matter expert in areas of statewide processes, reporting, performance analysis and data management in CCSAS. The currently allocated position limits the Department in workload assignment.

Due to the conversion to the new automated system, a number of additional duties are now required that necessitate the need for a higher level analyst position. The Staff Services Analyst I level is the entry level into the professional series and assignments are very limited in scope. The Staff Services Analyst II is expected to independently perform a full range of duties and is assigned highly specialized and complex assignments consisting of department-wide responsibilities. The additional duties are a result of conversion to CCSAS. There is now the need for system administration and analysis, as well as statistical analysis and programmatic training. This requires the incumbent to function at a higher level than the SSA I allows, and also requires the individual to perform with minimum supervision. At present, the SSA I is performing some of these functions; however due to constraints of the classification, the requirement to perform the more complex duties may not continue indefinitely. There will be no increase to the overall departmental allocation list as a result of this request.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton