

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Child Support Services

BOARD AGENDA #: *B-3

AGENDA DATE: May 16, 2017

SUBJECT:

Approval of Appointment Above the Midpoint of the Salary Band for the Assistant Director for the Department of Child Support Services

BOARD ACTION AS FOLLOWS:

No. 2017-248

On motion of Supervisor Olsen, Seconded by Supervisor DeMartini

and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended


2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:


ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Child Support Services

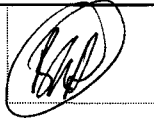
BOARD AGENDA #: *B-3

Urgent Routine

AGENDA DATE: May 16, 2017

CEO CONCURRENCE: *pht*

4/5 Vote Required: Yes No



SUBJECT:

Approval of Appointment Above the Midpoint of the Salary Band for the Assistant Director for the Department of Child Support Services

STAFF RECOMMENDATIONS:

Approve the appointment of the candidate to the position as Assistant Director with the Department of Child Support Services at an annual salary of \$107,827.20 which is above the midpoint of the salary band effective May 20, 2017.

DISCUSSION:

The Department of Child Support Services (DCSS) has been actively attempting to fill the position of Assistant Director. The position became vacant on February 4, 2017, when the incumbent was appointed as Child Support Services Director by the Board of Supervisors. The resulting recruitment effort, which included publishing the recruitment through the Child Support Directors Association (CSDA), government job listings and general internet-based job listing services, drew seven applicants who met the minimum qualifications. Two candidates withdrew from consideration, one did not pass the interview process, and one declined the position. Ms. Rhonda Brown-Mason was the second highest ranking candidate and was selected from among the remaining three candidates.

This candidate has an expansive work history with Stanislaus County and the Department of Child Support Services. Having worked extensively within Child Support, she has overseen all casework operations and the Department's Information Technology Unit for the past four years as a Manager III. This candidate has over 26 years of service in the Child Support Program, 15 years of experience in a child support managerial position, which includes serving as a member of its executive management team for the past four years. This candidate promoted through the ranks from Legal Clerk, Family Support Officer, and held a Family Support supervisory role for four years prior to her promotion to Child Support Manager in 2002, which included supervision of the Department's Call Center and assigned staff for several years. This candidate taught Learning Styles for the County Learning Institute and is highly regarded by her County and State counterparts.

This candidate brings to the role a history of solid casework experience, institutional knowledge, and leadership skills. This candidate understands thoroughly the policies and regulations surrounding the child support program, Stanislaus County and the California Department of Child Support Services. This candidate was awarded the CSDA Outstanding

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Individual Award in 2013 for changing internal processes. This one series of changes, which involved Intake and Establishment, helped to propel the performance of Stanislaus County Department of Child Support Services and brought the agency into the top 15 highest performing counties in the State.

This candidate also exhibits excellent interpersonal and leadership skills. This candidate has a track record for successfully handling situations that require tact and diplomacy with ease and resolving conflicts as needed. This candidate is a role model for customer service and communication skills, and will continue to provide a stable learning environment for staff while striving for continuous improvement of customer service to both internal and external customers, the community and partners alike. During a period of nine months while the Assistant Director was assigned as interim Acting Director, this candidate took the initiative to proactively assist where needed, whether by attending State meetings, County Board meetings, getting involved with a State Purchasing Committee, and evaluating the signing processes in-house so necessary approvals and signatures were obtained timely and efficiently during this time of transition.

This candidate's solid knowledge and experience, leadership skills and successes causes the Department of Child Support Services to deem her an ideal candidate for the needs of the agency. The position of Assistant Director is assigned to Band E, which is currently \$81,910.40 to \$122,844.80 annually. The requested starting salary for Ms. Brown-Mason is \$107,827.20 per year which is approximately 10% above her current salary of \$97,801.60.

The Department of Child Support Services is very fortunate to have someone with this candidate's extensive child support program knowledge and experience interested in taking on the important role of Assistant Director and recommends the approval of an offer above the midpoint of the salary band at an annual salary of \$107,827.20.

POLICY ISSUE:

Board of Supervisors' approval is required to appoint unclassified employees at fifty-one percent or more above the salary band.

FISCAL IMPACT:

There is no fiscal impact associated with this item as the Assistant Director's salary is included in the existing 2016/2017 Fiscal Year for the Department of Child Support Services.

BOARD OF SUPERVISORS' PRIORITY:

Approval of this appointment supports the Board's priority of A Healthy Community.

STAFFING IMPACT:

There is no staffing impact associated with this recommendation. This position of Assistant Director is a currently allocated position within the Department of Child Support Services.

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CONTACT PERSON:

Baljit Atwal, 209-558-1414

ATTACHMENT(S):

None