



August 30, 2021

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Patrick Glynn, Director of Total Rewards
RE: Job Classification Review: Child Support Financial Specialist & Caseworker

The County requested we evaluate job documentation provided for the classification of Child Support Financial Specialist & Caseworker, based on a significant reduction of staffing levels and the logical “shuffling” of duties that followed.

Our challenge with many of the changes provided to us is that it *“[t]he caseworker position has absorbed all of the clerical assistant duties”*, as described by the Director. This is not surprising, but said duties are mostly at a lesser level, which in many circumstances, could result in a reduction of rating levels. Further, according to the Director/Lead Caseworker, *“the caseworker position no longer enforces orders, [nor] does reviews or interstate cases”*. As a result we are required to look at the shift in duties as requiring a broader set of duties, but probably not at the same level as the Lead Caseworker’s prior duties. However, this is still a responsible classification requiring a significant level of knowledge and capability.

Based on our communications with the County, followed by our independent review, our recommendation is to adjust the rating factors for “Decision-Making”, “Interactions & Communications” and “Education & Experience”. Said adjustment would result in placement at Grade G.

Please let me know if you any questions.