

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Restructure of Child Support Department

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	05 Jan 2020	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure D, E, L
<b>Date submitted:</b>	17 Dec 2020	<b>Referred by:</b>	

#### Recommendation and/or action language:

Motion to... 1) Restructure the Child support office to reflect the change in staffing levels from 3.2 to 2.2 positions; 2) approve recommended reclassification for the “Lead Caseworker, Grade H” position to “Child Support Director, Grade K”, effective March 1<sup>st</sup> 2021, at step 4) to change the Employee Handbook and Authorization Table.

#### Background: *(preferred one page or less with focus on options and decision points)*

Through the 2021 Budget process the County has adopted a budget that includes planned changes to the Child Support Office. These changes include:

1. Not funding 1 Fulltime Equivalent Clerical Assistant II position.
2. Additional financial duties placed on the Child Support Caseworker
3. Reclassification of the “Lead Caseworker” to the title of “Supervisor” with added DH functions
4. Title change of “Asst. Corp Counsel/Child Support Administrator” to “Child Support Staff Attorney”

Patrick Glynn of Carlson Dettman (Cottingham and Butler) was sent a packet of proposed changes to the “Lead Caseworker” job description. The proposal sent was a change from “Lead Caseworker” to “Child Support Supervisor.” After review, Patrick’s recommendation based on the changes in position description is the position should be titled, “Child Support Director,” and placed on Grade K of the Richland County, General wage schedule.

With changes from 3.2 to 2.2 positions questions and concerns arose regarding the department’s ability to continue with keeping a worker classified as “dedicated” vs. “mixed.” Notification through regional leadership affirms we will be able to keep one position classified as “dedicated” which supports higher reimbursement rates from the state.

Amy Hoffman currently serves as the Lead Caseworker. Amy has been serving in the department since 2015, and as in the position of Lead Case Worker since 2018.

#### Attachments and References:

Restructure (Below)	Letter of Recommendation (Attached)
Changes to Position Description (Attached)	

#### Financial Review:

*(please check one)*

X	In adopted budget	Fund Number	10: Child Support Budget
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

*(summary of current and future impacts)*

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Lead Child Support — Grade H, Step 4 = \$21.62  
Child Support Director — Grade K, Step 4 = \$26.90  
Impact: = \$5.28 x 2080 = \$10,982.40

Through our 2021 Budget process the Clerical Assistant II position was unfunded for 2021. Knowing that a restructuring effort was needed for the Lead position, guidance was given on a \$30,000 reduction. The department has roughly \$11,165.53 in wages and benefits space with consideration after reduction.

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**Approval:****Review:**

*Clinton Langreck*

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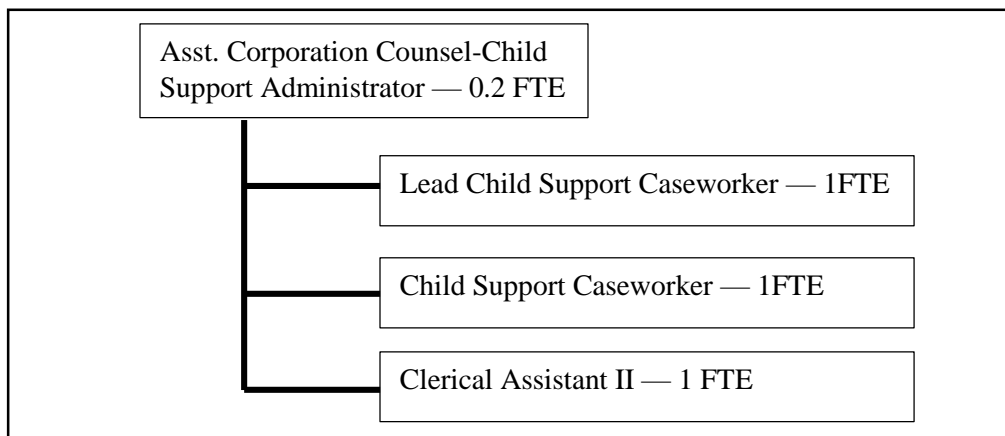
Department Head

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Administrator, or Elected Office (if applicable)

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The Child Support Departments 2020 staffing level and hierarchy:



...proposed change to...

The Child Support Departments 2021 staffing level and hierarchy:

