



January 7, 2021

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Patrick Glynn, Senior Consultant
RE: Job Classification Review

The County requested we evaluate job documentation provided for the classification of Child Support Supervisor. This classification is being revised to reflect a much stronger leadership and management role relating to the child support functions. Further, the duties align very closely with what would traditionally be viewed as a Child Support Director, and the County may want to consider adjusting the job title accordingly. Another alternative title might be Child Support Administrator.

After reviewing the documentation provided by the County, we recommend revising the job evaluation ratings for thinking challenges, decision-making, interactions and communications, and formal preparation and experience.

Our recommended placement is Grade K of the wage structure.

Please let me know if you any questions.