

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



January 29, 2001

CSS LETTER NO: 01-04

TO: ALL IV-D DIRECTORS  
ALL DISTRICT ATTORNEYS  
ALL COUNTY ADMINISTRATIVE OFFICERS

Reason for this Transmittal

- State Law or Regulation Change  
 Federal Law or Regulation Change  
 Court Order or Settlement Change  
 Clarification requested by One or More Counties  
 Initiated by DCSS

SUBJECT: ROLE OF COOPERATIVE PERSONNEL SERVICES IN COUNTY TRANSITIONS AND ESTABLISHMENT OF LOCAL CHILD SUPPORT PROGRAM AS INDEPENDENT AGENCIES

This letter has been written in order to make you aware of the role that Cooperative Personnel Services (CPS) will be playing as counties transition and establish their independent local child support agencies (LCSA's). CPS will be overseeing local compliance with merit system principals on behalf of the Department of Child Support Services (DCSS) and the State Personnel Board (SPB).

As you are aware, AB 196 (1999) created DCSS to oversee the California child support program at both the state and local levels. The legislation restructured the child support program in California by moving the support enforcement from the local District Attorneys' offices and requiring counties to establish independent LCSA's. The legislation also requires that a public agency **shall** perform program functions **exclusively** through the use of **civil service employees** of the public agency. Specifically: Pursuant to California Government Code section 19800-19810, SPB is vested with the jurisdiction and responsibility of establishing and maintaining personnel standards on a merit basis for local government agencies where such merit systems of employment are required by statute as a condition of a state-funded program or a federal grant-in-aid program established under the following federal laws: Social Security Act, as amended; the Public Health Service Act; and the federal Civil defense Act, as amended.

Local agencies that are subject to this requirement include the social services agency, the emergency services agency and now the LCSA.

As we have indicated, SPB oversees local agency adherence to merit system principals by contracting with CPS. There are 28 counties that manage their own approved local merit systems (ALMS). CPS periodically audits ALMS counties to ensure that their personnel practices are in compliance with the Local Agency Personnel Standards (LAPS) adopted by the SPB. The remaining 30

counties have personnel services provided for impacted local agencies by CPS according to merit system principals. These are referred to as interagency merit system (IMS) counties. (See attached listing of ALMS and IMS counties.)

CPS was part of California State government from 1935 to 1985. In 1985, with the abolishment of the Local Governmental Services Division of the SPB, CPS was established as a joint powers agency, pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California, commencing with Section 6500. The CPS Board of Directors is comprised of: SPB, the County of Sacramento, the County of Sonoma, the City and County of San Francisco, the City of Anaheim, the East Bay Municipal Utility District, and the Hayward Unified School District. CPS Human Resource Services' mission is: "To provide professionally sound, client-oriented human resources and related products and services to public and non-profit clients."

By January 1, 2003 each county must transition its child support function from the District Attorney's office into the newly created LCSA (See attached Transition Schedule). In preparation for your transition, CPS will be contacting you and your staff to facilitate the placement of LCSA employees under the auspices of the LAPS. There will be a need for CPS to conduct orientation sessions with all levels of employees regarding LAPS merit rules, what constitutes the meeting of state and federal merit standards, and the differences between LAPS and the county's personnel system.

A vital part of the transition/orientation process will be the introduction of CPS staff who will provide the direct personnel services for IMS counties, and an overview of how county child support staff and CPS staff will interact.

In the 30 IMS counties CPS, via contract with SPB, will serve as the personnel department for the county CSA and provide such services as:

◆ Recruitment Process

- Determine if recruitment is necessary.
- Prepare a bulletin for the classification.
- Release bulletin to the local child support agency, the county's personnel office, and other pre-determined agencies and locations.
- Advertise for the position: Merit System Services will list the job opportunity on our 24 hour Job Line and on our website with the final filing date.
- Advertisements for the vacancy will also be placed in local newspapers and other publications throughout the state with a large readership that might attract candidates.

- Respond to candidates' questions.
  - Develop supplemental questions for the application.
  - Determine a testing plan.
  - Application screening based on minimal qualifications for the classification.
- ◆ Examination
- Develop the examination (Merit System Services develops oral examinations and Test Development develops the written examinations).
  - Schedule examinations and send notifications to candidates.
  - Coordinate panel members and exam chair for oral exams.
  - Score examinations.
  - Set pass point for examinations.
  - Notification of examination results to candidates.
- ◆ Certification
- Compute final scores and rank the candidates and transmit the certified list of successful candidates to the departmental designated person.
  - Monitor agencies' use of the certification list.
- ◆ Appointments
- Monitor that all appointments are appointed from an eligible list.
  - Monitor transfers, reinstatements, and promotions.
- ◆ Transactions Processing documents required for:
- Appointments
  - Promotions
  - Leaves of absence
  - Demotions
  - Terminations
  - Resignations
  - Transfers and reinstatements
  - Layoffs (determine seniority)
- ◆ Classification
- Establishment of a classification plan.
  - Reclassification study and plan.
- ◆ Compensation standards
- Ensure that compensation is consistent with the classification plan.
- ◆ Disciplinary actions
- Review disciplinary and dismissal notices to ensure that they follow LAPS.
- ◆ Employee relations via the administration of the LAPS.

It is the intent of CPS to extend these services to each IMS county CSA in preparation to the

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transition of the child support function from the District Attorney's office.

In the 28 ALMS counties, CPS, via contract with SPB, conducts periodic audits of each county's personnel system to insure continued compliance with federal and state merit standards. As each ALMS county transitions its child support function from the District Attorney's office to the new child support agency, CPS will conduct an on-site review of the county's personnel system to insure that they meet federal and state merit standards.

Gary Burkett, Manager, CPS Human Resource Services will be contacting you in the near future to make arrangements to meet with you and your staff as a first step in beginning this process. In the interim, if you have questions or need to access CPS services, you can contact Gary at (916) 263-3614 ext. 3018.

We all look forward to working with you and your staff to ensure the successful implementation of this program.

Sincerely,

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GEORGE E. PEACHER, JR  
Deputy Director  
Administrative Service Division  
California Child Support Services

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GARY BURKETT  
Senior Manager  
CPS Human Resources Services

Enclosures: List of IMS and ALMS Counties  
Transition Schedule

cc: Margaret Pena, Executive Director  
Child Support Directors Association

### **Interagency Merit System (IMS) Counties**

Alpine	Lake	Nevada
Amador	Lassen	Plumas
Calaveras	Madera	San Benito
Colusa	Mariposa	Shasta
Del Norte	Mendocino	Sierra
El Dorado	Merced	Siskiyou
Glenn	Modoc	Sutter
Humboldt	Mono	Tehama
Imperial	Monterey	Trinity
Inyo	Napa	Tuolumne

### **Approved Local Merit System (ALMS) Counties**

Alameda	Riverside	Sacramento
Butte	San Bernardino	Solano
Contra Costa	San Diego	Sonoma
Fresno	San Francisco	Stanislaus
Kern	San Joaquin	Tulare
Kings	San Mateo	Ventura
Los Angeles	San Luis Obispo	Yolo
Marin	Santa Barbara	Yuba
Orange	Santa Clara	
Placer	Santa Cruz	

### Transition Schedule

County	ALMS Counties	IMS Counties		County	ALMS Counties	IMS Counties
<i>Phase 1 - Pioneer</i>				<i>Phase 3 - 2002</i>		
Alpine		X		Alameda	X	
Colusa		X		Amador		X
Contra Costa	X			Butte	X	
Nevada		X		Calaveras		X
Placer	X			Del Norte		X
Riverside	X			Fresno	X	
San Francisco	X			Glenn		X
Santa Barbara	X			Humboldt		X
Santa Cruz	X			Imperial		X
Sierra		X		Kings	X	
Yuba	X			Lake		X
<i>Phase 2 - 2001</i>				Lassen		X
El Dorado		X		Madera		X
Inyo		X		Marin	X	
Kern	X			Merced		X
Los Angeles	X			Modoc		X
Mariposa		X		Napa		X
Mendocino		X		Orange	X	
Mono		X		Sacramento	X	
Monterey		X		San Joaquin	X	
Plumas		X		San Luis Obispo	X	
San Benito		X		San Mateo	X	
San Bernardino	X			Santa Clara	X	
San Diego	X			Shasta		X
Trinity		X		Siskiyou		X
Tulare	X			Solano	X	
Tuolumne		X		Sonoma	X	
				Stanislaus	X	
				Sutter		X
				Tehama		X
				Ventura	X	
				Yolo	X	

ALMS = Approved Local Merit System. These counties participate in their respective county's approved personnel system. IMS = Interagency Merit System.