

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



February 18, 2003

LCSA LETTER: 03-04

TO: IV-D DIRECTORS

SUBJECT: CALL FOR NOMINATIONS – CORE CURRICULUM DEVELOPMENT  
PROJECT PHASE II

The Department of Child Support Services (DCSS) is seeking nominations for nine individuals who can participate in an approximate six-month, temporary, full-time re-assignment to Sacramento to continue the Core Curriculum Development Project (CCDP). Work will begin June 9, 2003, with required attendance at the Child Support Program Orientation Training for Trainers in Sacramento. We anticipate the project will conclude by the end of December 2003. The following information is provided to assist you in making your nominations.

**CCDP Phase II**

The CCDP Phase I team, at the conclusion of their work, will have produced the new standardized Child Support Program Orientation curriculum and the curriculum architecture for the remaining levels of child support professional training. The nine individuals we are now seeking for the next phase of the CCDP will be responsible for developing instructional materials based on this curriculum architecture.

The first priority will be to develop level-one training which addresses the basic competencies required of any child support professional. Previously, this type of training was referred to as the Beginning Child Support Specialist Training. The nine topic areas to be covered include:

1. Child Support Services-The Big Picture
2. Establishment
3. Enforcement
4. Intake



5. Locate
6. Case Management
7. Financial Management
8. Customer Service & Outreach
9. Interstate

In order to ensure knowledge transfer, the current CCDP Lead Trainers will continue to be associated with the project as Subject Matter Experts to the Phase II Trainers. The Trainers chosen for Phase II will have an opportunity to be mentored in curriculum design; participate in the development of a curriculum that is critical to the Child Support Program's success in performance; gain a working knowledge of State DCSS operations; and develop valuable contacts across the organization.

### **Minimum Requirements**

Nominees should:

- Have completed or be scheduled to attend the upcoming DCSS Trainer Certification Program in April.
- Be willing and able to temporarily relocate to Sacramento for six months on a full-time assignment basis.
- (Preferably) Not be a Training Coordinator. The implementation of the standardized Child Support Program Orientation curricula and the regional training infrastructure will require the full attention of Training Coordinators during the period of this project. Unless a county has adequate resources to handle this workload in the absence of the Training Coordinator, it is recommended that other training staff be nominated.

### **Additional Desirable Qualifications**

Nominees should have:

- Demonstrated outstanding performance in training development and delivery.
- Outstanding job performance.
- Demonstrated excellent analytical, organization, communication, and writing skills.
- A commitment to quality.
- Enthusiasm for their work.
- A desire to participate in special assignments.

Attached is a list that provides the names of individuals who, following completion of the Trainer Certification Program, indicated interest in participating in special training assignments. This information is being provided for your information as you consider nominees for this project. Other staff that may be considered include individuals who have experience as teachers and/or are certified as trainers from another organization, e.g., Office of Child Support Enforcement or a community college.

Ideally, the final selection of individuals will yield a collective representation from small, medium and large counties. This will enable the team to work most effectively together to address needs and issues from a universal perspective.

### **Nomination and Selection Process**

Attached you will find a spreadsheet for your use in nominating individuals for CCDP Phase II. Please submit your completed nomination forms to Lisa Billings, Financial Management & Training Section, at [lisa.billings@dcss.ca.gov](mailto:lisa.billings@dcss.ca.gov) or fax to (916) 464-5057, **no later than close of business Friday, February 28, 2003.**

Once the Department has received all of the nominations, a workgroup comprised of DCSS staff, the Child Support Directors Association, and the Statewide Training Leadership Team will be convened to participate in the selection process. Directors of candidates selected will be notified as soon as the selection process is complete – some time in mid-March, 2003.

We are looking forward to continuing our work with you this year to develop a strong, statewide child support training program. If you have any questions or concerns about the information in this letter, please feel free to contact Kim Krazyński, Manager, Training and Procedures Unit at (916) 464-5174 or [kim.krazynski@dcss.ca.gov](mailto:kim.krazynski@dcss.ca.gov).

Sincerely,

PATRIC B. ASHBY  
Deputy Director  
Child Support Services Division

Attachments

cc: Training Coordinators  
Training Advisory Committee

## Survey Results

### Interest in Participating in Special Training Projects

Name	Title	Region / County	Telephone
Ron Lassila	Staff Development Trainer	R1 / Butte	530-538-3862
David Garcia	Staff Development Trainer	R1 / Butte	530-538-6036
Marilyn Jeffrey	Family Support Case Manager II	R1 / Butte	530-538-3834
Kerry Lynn Williams	Family Support Case Mgr III, Staff Development	R1 / Butte	530-538-2016
Paula Karch	Supervisor	R1 / Butte	530-343-8179
Sharon L. Mitchell	Training Coordinator	R1 / Humboldt	707-441-3256
Donna Peckham	FSO III	R1 / Shasta	530-245-6369
Esther Seitter	Training/Public Service Unit Supervisor	R1 / Shasta	530-225-5457
Joyce Barrus	Sr FSO	R1 / Yolo	530-661-2888
Catherine Dunning	Training Coordinator	R1 / Yuba	530-749-6061
Paul Camarillo	Child Support Officer	R2 / San Francisco	(W) 415-356-2824 (H) 415-487-9080
Roxane Hayes	Child Support Officer	R2 / San Francisco	415-356-2856
Louis Hupp	CSO-Trainer	R2 / San Francisco	415-356-2830
Andrew de la Rosa	Child Support Officer	R2 / San Francisco	415-356-2851
J. B. Gray	Child Support Officer II	R2 / San Francisco	415-356-2842
Mark Torres	Training Supervisor	R2 / San Francisco	415-356-2860
Russell Bratburd	Compliance Reviewer	R2 / San Francisco	415-356-2810
Carol Beckett	CSO II	R2 / San Francisco	415-356-2912
Vicente S. Blaz	CSO	R2 / San Francisco	415-356-2863
Valerie Yates	Supervising FSO - Training Unit	R2 / Santa Clara	408-922-1335
Narjeet Randhawa	FSO Lead	R2 / Santa Clara	408-922-1615
Jean Alves	Case Management Trainer/Program Specialist	R2 / Sonoma	707-565-4154
Laurie Lapidus	FSO III	R2 / Sonoma	707-565-4181
Deb Wade	Trainer/Supervisor	R3 / El Dorado	530-642-7239
Dorothy Edwards	Trainer/Supervisor	R3 / El Dorado	530-573-4350
Kathy Shealy	Training Coordinator	R3 / Placer	530-889-5776

## Survey Results

### Interest in Participating in Special Training Projects

Name	Title	Region / County	Telephone
Kenneth "Oz" Osborn	Regional Training Coordinator	R3 / Sierra Nevada Regional DCSS	530-271-5434
Suzanne Bravard	Sr Child Support Officer	R3 / Sierra Nevada	530-271-5457
Kim Evert	Staff Services Analyst II	R3 / Sierra-Nevada	530-271-5435
David Huls	Staff Analyst II	R4 / Fresno	559-494-1097
Deborah Harper	Staff Analyst	R4 / Fresno	559-494-1096
Sabrina Sorenson	Staff Services Analyst	R4 / Merced	209-381-1300, x3701
Anita Haag	Compliance Review Special-and-and- and	R4 / San Benito	831-636-4138
Sheri Hurst	FSO III	R4 / Stanislaus	209-558-3949
Richard Harris	CDA	R4 / Stanislaus	209-558-3053
Marlene Bettencourt	FSO II/Trainer	R4 / Stanislaus	209-558-3260
Sharon L. Henderson	CSS III	R5 / Contra Costa	925-313-4378
Kimberlyn Stillwell	Staff Development Specialist	R5 / Kern	661-868-6523
Benita Pleasant-Barrozo	Sr CS Specialist	R5 / Riverside	(W) 909-955-8167 (H) 909-427-0166 (Msg) 909-730-8875
Tom Boyle	Staff Development Officer	R5 / Riverside	909-955-5841
Raymond Neff	CSO II	R5 / San Bernardino	909-478-6973
Sharon Bryant	CSO II Trainer	R5 / San Bernardino	909-478-6972
Rex Merrill	CSO II	R5 / San Bernardino	909-799-1790, 909- 662-3636
Katherine Carver	FSO III (Trainer)	R6 / Los Angeles	323-832-7302
Sharrell Williams	FSO III	R6 / Los Angeles	562-803-6200
Lori Black	FSO III	R6 / Los Angeles	323-832-7305
Brenda J. Coleman	Trainer/Supervisor	R6 / Los Angeles	323-832-7303
Chaino Seaborne	FSO III	R6 / Los Angeles	323-832-7301
Tricia Vitasa	FSO III	R6 / Los Angeles	323-832-7285
Misty Bautista	FSO III	R6 / Los Angeles	323-869-3705
Vicky Hall	Staff Development Specialist	R6 / Orange	714-347-6920
Mary Krieger	Staff Development Specialist	R6 / Orange	714-347-5922
Maria A. Fea	Deputy District Attorney	R6 / Orange	714-347-8136
Teresa Hicks	Sr Deputy District Attorney	R6 / Orange	714-347-8131
Carlota M. Serna	Deputy District Attorney	R6 / Orange	714-347-8142
Dee Dinnie	Attorney	R6 / Orange	714-347-8130

**Survey Results**  
**Interest in Participating in Special Training Projects**

Name	Title	Region / County	Telephone
Casey Aguilar	Staff Development Specialist	R6 / Orange	714-347-5906
Patty Bradley	Staff Development Specialist	R6 / Orange	714-347-5920
Nancy Burgos-Johnson	Staff Development Specialist	R6 / Orange	714-347-6471
Josie Ramirez	Staff Specialist	R6 / Orange	714-347-8251
Gloria A. Land	Sr Staff Development Specialist	R6 / Orange	714-347-5905
Teresa Mendelson	Attorney	R6 / Orange	714-347-8128

California Department of Child Support Services  
 Core Curriculum Development Project, Phase II - Nomination Spreadsheet  
 County \_\_\_\_\_ Director \_\_\_\_\_

Workgroup 1 - Big Picture							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 2 - Establishment							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 3 - Enforcement							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

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 County \_\_\_\_\_ Director \_\_\_\_\_

Workgroup 4 - Intake							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 5 - Locate							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 6 - Case Management							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		



California Department of Child Support Services

Core Curriculum Development Project, Phase II - Nomination Spreadsheet

County \_\_\_\_\_

Director \_\_\_\_\_

Workgroup 7 - Financial Management							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 8 - Customer Service & Outreach							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		

Workgroup 9 - Interstate							
Name	Contact Info	Length of Service		Training Experience		Child Support Expertise	OCSE Certified
		Child Support	Staff Development	Child Support	Non-Child Support		