



## Legislation Details (With Text)

**File #:** 2021-0899  
**Type:** Regular Calendar Item **Status:** Agenda Ready  
**File created:** 8/16/2021 **In control:** Human Resources  
**On agenda:** 9/14/2021 **Final action:**  
**Title:** Department Head Personal Services Agreement - Child Support Services  
**Sponsors:** County Administrator, Human Resources  
**Indexes:**  
**Attachments:** 1. Summary Report, 2. Personal Services Agreement

Date	Ver.	Action By	Action	Result
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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** County Administrator, Human Resources  
**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988  
**Vote Requirement:** Majority  
**Supervisory District(s):** Countywide

**Title:**  
Department Head Personal Services Agreement - Child Support Services

### Recommended Action:

Authorize the County Administrator to execute a Personal Services Agreement with Janeene de Martinez as Director of Child Support Services, with the agreement from September 15, 2021 to September 15, 2024 at the "F" step of the position's salary range, and eligibility for other County benefits in accordance with Salary Resolution 95-0926.

### Executive Summary:

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

After a successful nationwide recruitment and extensive selection process, the County Administrator recommends Janeene de Martinez as the new Director of Child Support Services.

### Discussion:

Reporting to the County Administrator, the Director of Child Support Services oversees the Department, which consists of two divisions; Child Support Enforcement and Administration. The Department of Child Support Services has a fiscal year budget of \$12.7 million dollars and has 81.0 total staff. The Department is responsible for establishing and enforcing court orders for child support, paternity and medical coverage;

assisting with locating parents; collecting and distributing support payments; maintaining accounting records; modifying court orders; and providing legal and case management services to ensure child and medical support orders are maintained. The Director leads the department to ensure that children receive the services regarding parentage and financial support to which they are legally and morally entitled. The support and services fundamentally enrich and shape a child's future.

Upon the announcement of the Director Child Support Services retirement, Human Resources conducted an extensive nationwide recruitment. Candidates were invited to interview with a diverse group consisting of subject matter experts, community stakeholders, and County department heads, and the County Administrator. At the conclusion of the process, the County Administrator selected Janeene de Martinez as the next Director of Child Support Services. Ms. de Martinez has more than twenty-six years of public sector experience, with fifteen years as Assistant Director of Child Support Services for the County of Solano. In her tenure with the County of Solano, Ms. de Martinez built extensive relationships with the State of California's Department Child Support Services, as well as the Child Support Directors Association. Ms. de Martinez was instrumental in the implementation of County of Solano's Department of Child Support Services Investment in Excellence Program, which resulted in the Outstanding Program Award from the Department of Child Support Directors Association. Ms. de Martinez brings her experience, commitment, and passion for delivering equitable service to the public.

Ms. de Martinez earned a Masters of Business Administration from California State University Hayward, and a Bachelor of Arts degree in Business Administration from California State University Hayward.

The Personal Services Agreement with Janeene de Martinez places her at the "F" step of the salary range, with an annual salary of \$177, 050 with an effective term September 15, 2021 through September 15, 2024 and all other benefits and compensation as prescribed in the Salary Resolution 95-0926. If the Board approves today's action, Ms. de Martinez will start on September 15, 2021.

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			

Contingencies			
Total Sources			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with this position has been incorporated into the Department of Child Support Services budget. This action does not increase any budget appropriations.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

A. Initial Appointment - Personal Services Agreement, Director of Child Support Services

**Related Items "On File" with the Clerk of the Board:**

None.