



Memorandum

To: Kate Sheehan
Division Director

Thru: Kate Orozco
Classification Manager

From: Rosa M. Soto Roman
Classification Analyst

Date: December 14, 2023

Subject: Child Support Enforcement Specialist Study

Summary:

The Division of Personnel & Labor Relations, Classification Section, has completed the Child Support Specialist study. The study was initiated by the Department of Revenue's Child Support Enforcement Division in an interest to create a trainee-level class for the former Child Support Specialist series. After assessing and analyzing the work performed by the retitled Child Support Enforcement Specialist positions, it was determined that a trainee level was not supported since the training of positions at any level is completed during the expected probationary period. However, the work performed by the class series has evolved since its most recent review in 2001, thus the job class specifications needed to be revised for accuracy. As a result of the study, the class code, class title, job specifications, and pay grade have been updated accordingly, as demonstrated in the table below.

Results:

Class Code	Class Title	Pay Grade
PF01A1	Child Support Enforcement Specialist 1	16
PF01A2	Child Support Enforcement Specialist 2	18
PF01A3	Child Support Enforcement Specialist 3	20

All study actions will be effective **December 25, 2023**. The positions' actions will be processed as noted per the attached position allocation spreadsheet. Correspondence on position actions will be distributed through the OPD system.

Attachment:
Position Allocation Spreadsheet

cc: Eric Demoulin – Division Director
Administrative Services Division
Department of Revenue

Chris Tran – Division Director
Child Support Enforcement Division
Department of Revenue

Christy Vaden – Deputy Director
Child Support Enforcement Division
Department of Revenue

Angelica Johanson – Human Resource Manager
Administrative Services Division
Department of Revenue