



**COUNTY ADMINISTRATOR**  
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TO: Barbara Levin Bergman, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Lisa Greco  
Program Manager/Interim Director of Children's Services

DATE: November 19, 2008

SUBJECT: Children's Services Position Modifications

**BOARD ACTION REQUESTED:**

It is requested that the Washtenaw County Board of Commissioners approve the Children's Services position modifications and authorize the County Administrator to adopt job descriptions.

**BACKGROUND:**

The current management structure of the Children's Services Department includes one (1) Department Head position, one (1) Program Manager position, and two (2) Management Analyst I/II positions. In May 2008, the Board of Commissioners approved effective January 1, 2009 the elimination of one (1) Management Analyst I/II position. Since that time, former Children's Services Department Head, Denise Dalrymple, tendered her resignation to the County Administrator effective October 1, 2008 thus creating an opportunity to further reorganize the management structure of the department.

**DISCUSSION:**

In light of the successful completion of many tasks related to the County's Youth Development Initiative and Denise Dalrymple's retirement, an opportunity is available to consolidate the department's management staff from 3.0 FTE (4.0 in January 2008) to 2.0 FTE.

To affect this change, a redistribution of duties is needed through the creation of a Youth Center Director position while eliminating the Children's Services Department Head and Program Manager positions and the reclassification of the Management

Analyst position to a Senior Management Analyst position. This not only streamlines our management structure but will also result in personnel savings.

**IMPACT ON HUMAN RESOURCES:**

In order to streamline the management structure, reduce redundancy and redistribute responsibilities, Children's Services is requesting the following position modifications:

Elimination of a 1.0 FTE Director of Children's Services, a 1.0 FTE Program Manager and a 1.0 FTE Management Analyst I/II. Creation of a 1.0 FTE Youth Center Director and a 1.0 FTE Senior Management Analyst which will result in a net reduction of one (1) 1.0 FTE status position.

**IMPACT ON BUDGET:**

The position modifications will result in a County General Fund personnel cost savings of \$68,129 in Children's Services. This is based on the Department Head; Program Manager and Youth Center Director positions along with 90% of the Management Analyst position being eligible for 50% reimbursement through the State Child Care Fund.

**IMPACT ON INDIRECT COSTS:**

None.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None.

**CONFORMITY TO COUNTY POLICIES:**

This request is in conformance with County policies.

**ATTACHMENTS/APPENDICES:**

Resolution  
Job description

A RESOLUTION APPROVING CHILDREN'S SERVICES POSITION MODIFICATIONS AND ADPOTING JOB DESCRIPTIONS FOR 2009.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

December 3, 2008

WHEREAS the Children's Services Department Head resigned effective October 1, 2008; and

WHEREAS the Youth Development Initiative activities assigned to the Children's Services Department Head have been substantially completed; and

WHEREAS in light of the Department Head retirement the management structure of the Children's Services Department has been analyzed for consolidation opportunities that would reduce costs yet preserve quality service provision.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the creation and elimination of positions as follows effective January 1, 2009:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group</u>	<u>Create</u>	<u>Eliminate</u>
2719-0071	Management Analyst I/II	27/29	32		1.0
3239-0001	Program Director	32	32		1.0
3431-0001	Director of Children's Svcs	34	32		1.0
3025-0024	Sr. Management Analyst	30	32	1.0	
3367-0001	Youth Center Director	33	32	1.0	