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INTEROFFICE MEMORANDUM

TO: Melissa McClain, Personnel Analyst
FROM: Tonya Moore, Director
SUBJECT: Staff Services Analyst PAL Change
DATE: 5/12/17

I would like to make a minor revision to the Position Allocation List for Tehama County Child Support Services. The department would like to replace the Staff Services Analyst II classification on the PAL to a Staff Services Analyst I/II.

The allocation is currently filled at the II level but there is an anticipated retirement and I would like the flexibility to fill at the lower level if the department is unable to find a qualified II.

Without the change, the department can underfill the Staff Services Analyst II with a Staff Services Analyst I, but without a "flexibly staffed" I/II classification, the department would not be able easily advance the employee to a II.

It is the intention of the department that a Staff Services Analyst I would promote to a Staff Services Analyst II after a year of successful performance of duties or when they are performing the duties at a journey level. Though Merit Systems job description of the Staff Service Analyst I notes "positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated to the Staff Services Analyst I level", that is not the intention of the department as the duties of the position are considered highly responsible.

The reclassification of the position to a Staff Services Analyst I/II would still permit the department to hire at the Staff Services Analyst II level should the candidate fit the criteria.

This change is a non-issue with Merit Systems, as the request is due to county processes.

Attachment:
Merit Systems Staff Services Analyst I/II Job Description