

DRAFT

Child Support Assistant Supervisor

Classification

Classification

Classification Title Child Support Assistant Supervisor

Classification Code 29702

Classification Group 29700 - Child Support Services

Salary Category C2

Salary Grade 06

Step

Min Salary \$22.79 / \$1,823.20 / \$47,403.20

Mid Salary \$27.91 / \$2,232.80 / \$58,052.80

Max Salary \$33.03 / \$2,642.40 / \$68,702.40

General Overview

Under direction; assists in the supervision of assigned child support unit employees; assumes total responsibility in the absence of the Child Support Supervisor; performs staff support duties. Performs other related duties as required.

Required Qualifications

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Completion of an Associates degree with advanced course work in social sciences, accounting, fiscal analysis, paralegal, business or related disciplines plus at least five (5) years of responsible and proven child support enforcement experience that includes supervisor duties.

Knowledge, Skills, and Abilities

Comprehensive knowledge of department policies and procedures, department goals and objectives. **Through knowledge of** supervision principles and techniques, office practices and procedures; Ohio Revised Code (support enforcement); court process and structure; accounting principles; human and public relations. **Advanced knowledge of** employee training & development; workforce management. **Ability to** supervise; interpret instructions in written & oral form; communicate effectively; motivate & train employees; establish & maintain a good rapport with employees, clients, the general public & officials; prepare & maintain accurate & concise documents; solve problems (client/official related) involving several variables; collect data, establish facts & draw valid conclusions; calculate decimals, fractions, and percentages; prepare statistical reports. **Skills in** operation of a computer; operate a calculator; operate all Microsoft Office Products

- Indicates developed after employment).

The duties listed below are intended to depict tasks performed by this

Job Duties

classification.

Assists with and/or supervises an assigned unit of child support employees (e.g., during an absence, for the purpose of training, mentoring, etc.); plans, assigns, schedules, reviews work, evaluates job performance, trains, approves/disapproves leave requests within agency guidelines, recommends discipline/commendation where appropriate; ensures employees follow policy and procedure standards.

Researches, prepares, and maintains a comprehensive database for the unit supervisor as related to (e.g., case management, settlements, hearings, training materials, forms, supplies, etc.); prepares documents and reports; researches, prepares and may make training presentations; operates a computer to retrieve information; inputs data; may coordinate unit work projects; helps write, revise, and implement policy standards.

Prepares and researches case documents for presentation to court during formal and/or informal hearings for which the unit supervisor is responsible; may represent the agency as document manager in the absence of unit supervisor or other personnel; receives and responds to inquiries, concerns, questions of employees, management, or the general public.

HRC Order Number

Council Legislation Number

Last Revision Date

3/1/2023

SUMMIT COUNTY, OHIO

HUMAN RESOURCE COMMISSION

HRC ORDER

Date: March 16, 2023

Order # : 23-02

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday March 16, 2023 to address the request from Prosecutor ; for the HRC to **revise/upgrade** the classification of Child Support Supervisor from a Category 2 Grade 5 to a Category 2 Grade 8

Whereas the Human Resource Commission has reviewed the proposed request along with supporting documentation and recommended the following action:

The Classification of Child Support Assistant Supervisor be revised and upgraded from a Category 2 Grade 4 to Category 2 Grade 6

Whereas the Human Resource Commission conducted a full discussion of the proposed request;

Whereupon a motion was entered by Ms. Norris and seconded by Mr. Kostoff to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

Kostoff	Aye
Norris	Aye
Silas-Butler	Aye

The motion carried.



Janis Corbin, Assistant Administrator HRC

