

ORDINANCE NO. 9378(NEW SERIES)

AN ORDINANCE ADDING ARTICLE XXX (COMMENCING WITH SECTION 530)
AND AMENDING SECTION 496 OF THE ADMINISTRATIVE CODE
RELATING TO THE DEPARTMENT OF CHILD SUPPORT SERVICES
AND AUTOMOBILE ALLOWANCE

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Article XXX (commencing with Section 530) is hereby added to the Administrative Code to read as follows:

ARTICLE XXX DEPARTMENT OF CHILD SUPPORT SERVICES

Section 530. RECOGNITION OF DEPARTMENT OF CHILD SUPPORT SERVICES.

There is in the County a Department of Child Support Services, hereafter in this Article referred to as the Department, under the supervision of the Chief Administrative Officer.

Section 531. RECOGNITION OF DIRECTOR OF DEPARTMENT OF CHILD SUPPORT SERVICES.

There is in the County and in the Department a position of Director of Department of Child Support Services, hereafter in this Article referred to as the Director. Such position shall be in the Unclassified Service of the County and shall be filled by appointment by the Chief Administrative Officer, with concurrence by the Board of Supervisors, in accordance with the County Charter, Rules of the Civil Service Commission and County ordinances.

Section 532. DUTIES OF DIRECTOR.

The Director shall act under the supervision of the Chief Administrative Officer and shall exercise general supervision of all functions of the Department and shall comply with all local, state and federal laws, regulations, and directives.

Section 533. DIRECTOR TO APPOINT PERSONNEL.

The Director shall appoint and employ such personnel as may be necessary to conduct the business of the Department. All appointments and employments made by the Director shall be in accordance with the provisions of the County Charter, Rules of the Civil Service Commission and County ordinances.

Section 534. DIRECTOR TO PREPARE BUDGET AND SUPERVISE EXPENDITURES.

The Director shall prepare and submit to the Chief Administrative Officer the required annual itemized estimates of expenditures and revenues for the Department. The Director shall supervise the expenditure of all funds allocated to the Department and review expenditures of those funds.

Section 535. FUNCTIONS OF THE DEPARTMENT.

The Department will provide professional, legal, technical and accounting services in the administration of the County's federal and state funded local child support agency in accordance with the functions and responsibilities as provided in Title IV-D of the Social Security Act. In providing such services, the Department will perform such functions as may be assigned to it including, but not limited to, the following:

- (a) Establish, modify, and enforce child support and medical support orders, and determine paternity for children born out of wedlock, within the time limits set forth by federal law.
- (b) Take appropriate action, including criminal action in cooperation with the District Attorney, to establish, modify, and enforce child support and, when appropriate, enforce spousal support orders established by a court of competent jurisdiction when the child is receiving public assistance, and, when requested, take the same action on behalf of a child who is not receiving public assistance.
- (c) Receive and distribute funds collected in accordance with state and federal regulations.
- (d) Plan and administer outreach programs to inform the public of the Title IV-D services available to persons not receiving public assistance.
- (e) Perform such other duties as the Board or Chief Administrative Officer may from time to time assign in accordance with state and federal regulations.

Section 2. Subsection (e) of Section 496 of the Administrative Code is hereby amended by adding the following classification to the list of eligible officers:

| <u>Class No.</u> | <u>Class Title</u> | <u>Rate Allowance</u> |
|------------------|---------------------------------|-----------------------|
| 0290 | Child Support Services Director | G |

Section 3. Operative Date. This ordinance shall be operative on October 12, 2001.

PASSED, APPROVED AND ADOPTED this 12th day of September, 2001.