



COUNTY OF LOS ANGELES

Child Support Services Department



Philip L. Browning
Director

July 1, 2003

The Honorable Yvonne Brathwaite Burke
Supervisor, Second District
866 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisor Burke:

The Child Support Services Department is facing a \$10.6 million dollar cut in its State allocation for FY 2003-2004. When coupled with \$4.8 million in County cost increases for employee benefits, A-87 cost recovery plan, and service department billing rates, our total budgetary shortfall is \$15.2 million.

We have made substantial cuts totaling \$5.8 million in Services & Supplies. Nonetheless, it remains necessary for the Department to eliminate (207) filled positions from the FY 2003-2004 budget in order to save the remaining \$9.4 million. Consistent with policies established by your Board, this letter is intended to provide notification to you that the target date for the workforce reduction is July 31, 2003.

The proposed workforce reduction plan eliminates the following budgeted positions: 1 Head Attorney, 2 Attorney IV's, 8 Attorney III's, 5 Attorney I and II's, 45 Child Support Officer III's, 57 Child Support Officer I and II's, 8 Supervising Child Support Officers, 3 Head Child Support Officers, 1 Administrative Assistant II, 1 Administrative Assistant III, 1 Graphic Arts Aide, 1 Graphic Artist, 24 Intermediate Clerks, 36 Intermediate Typist Clerks, 4 Legal Office Support Assistant II's, 1 Secretary III, 1 Secretary V, 1 Public Information Officer I, 1 Supervising Typist Clerk, 1 Program Coordinator, and 5 Appeals Hearing Specialists. As a result of the proposed workforce reduction plan and cascading effect, approximately 306 employees will be laid off or reduced.

We are preparing for this workforce reduction in accordance with Board policies, Civil Service Rules, and applicable Memoranda of Understanding. As part of the workforce reduction process, we are working with the Department of Human Resources to mitigate the impact on employees through placement in County Departments or other agencies. We are also working closely with the Chief Administrative Office, the Office of Affirmative Action Compliance and the Department of Community and Senior Services. Additionally, we are meeting with labor unions representing the impacted employees, in conjunction with CAO Employee Relations.

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If you have any questions or require additional information, please contact me at (323) 889-3340, or your staff may contact Penny Van Bogaert, Administrative Deputy, at (323) 889-2981.

Sincerely,

PHILIP L. BROWNING
Director

PLB:PVB:KLT
sr:crd

c: David Janssen, Chief Administrative Officer
Michael J. Henry, Director of Personnel
Dennis A. Tafoya, Affirmative Action Compliance Officer
Robert Ryans, Director, Department of Community and Senior Services