

MICHAEL S. PATTON JR.

SUMMARY OF QUALIFICATIONS

Over 15 years experience in developing, implementing, managing and evaluating a wide variety of local government programs and services. Extensive experience in public assistance, Medicaid, and child support program oversight and management, as well as experience in the areas of child welfare and workforce development. Broad knowledge of local government financial structures, funding sources, budget development, and in implementation and execution of strategies to meet and exceed goals and objectives.

PROFESSIONAL EXPERIENCE

2016 – Present Hamilton County Job and Family Services Cincinnati, OH
Assistant Director, Child Support Enforcement

Responsible for the administration of one or more Hamilton County Department of Job and Family Services programs which may include OWF, Food Stamps, Medicaid, Child Support, Child Care, Adult Services, and Workforce Development.

- Consults/meets regularly with Section Chiefs regarding the administration of assigned programs
- Plans with Section Chiefs for implementation of new programs and/or changes in the programs.
- Calls and conducts meetings of specified program staff and other administrators and supervisors as they are appropriately inter-related to certain Agency functions to study procedures and make policies for implementation of State and County directives.
- Consults with ODJFS staff regarding state and federal directives and contract compliance for proper interpretation and implementation within HCJFS
- Responds to community agencies, court officials, County Commissioners, individuals and clients inquiring about agency programs and functions explaining agency policies and procedures and manual and contract regulations
- Reviews ODJFS communications and manual material arranging for distribution to staff in the sections.
- Attends or presents required training, conferences and/or seminars as required.

2010–2016 Hamilton County Job and Family Services Cincinnati, OH
Section Chief, Child Support Enforcement

Responsible for all operational aspects of child support enforcement in section consisting of 7 front line managers and 70 staff.

- Duties include strategic planning, establishing major work objectives,



monitoring budget expenditures, evaluating performance and developing and meeting established program goals and objectives.

- Makes final decisions related to section staffing, overtime, discipline, training and promotions.
- Acts as a liaison for local court administrators on child support related matters.
- Managed Building Assets for Fathers and Families grant in collaboration with State office of Child Support and local not-for-profit financial education organization.
- Chair of Ohio Child Support Director's Association's Metro County Sub-Committee.
- Co-Chair of the Fatherhood Collaborative of Hamilton County.

2008–2010 Hamilton County Job and Family Services Cincinnati, OH
Section Chief, Children's Services Program Support

- Responsible for county's supervised visitation and transportation section.
- Managed 4 case aide managers and 26 staff performing a variety of supportive services to clinical units within Children's Services division.
- Developed and implemented plan for county to use emerging billing and invoicing functionality of the state child welfare database (SACWIS) to enhance financial controls and accountability.
- Significantly reduced overtime by examining workload, transportation routes, work processes and reallocating staff and refining work duties.

2001–2008 Hamilton County Job and Family Services Cincinnati, OH
Section Chief, Family and Adult Assistance

- Responsible for the oversight and management of 54 staff and 11 front line managers.
- Developed strategic plan for section and established goals and objectives to meet established state outcomes.
- Oversaw transition to case banking model of service delivery, improving processing timeliness and accuracy of eligibility determinations.

2000 – 2001 Hamilton County Office of the County Administrator
Cincinnati, OH
Interim Assistant County Administrator

- Served as interim Assistant County Administrator.
- Responsible coordinating agenda and minutes for Commissioners' meetings.
- Acted on behalf of the County Administrator in departmental and community meetings.
- Recognized by American Society for Public Administrators for Outstanding Early Career Service



1998- 2000 Hamilton County Job and Family Services Cincinnati, OH
Team Leader, Integrated Services Business Unit

- Managed interdisciplinary team of 6 to 9 front line staff.
- Developed and implemented measurable goals and objectives for unit.
- Responded to customer inquiries, completed staff evaluations, issued corrective action, and conducted weekly team meetings.
- Performed weekly case audits to ensure timely and accurate work.
- Used suite of MS Office products to respond to customer letters, track individual and team performance, and prepare team meeting and presentations to upper management team.

EDUCATION

1987 - 1993 University of Cincinnati Cincinnati, OH
B.A., Philosophy

INTERESTS / ACTIVITIES

Vice-President - Cincinnati Recreation Commission Board of Commissioners,
Co-Chair – Human Services Planning Committee, Prior North Avondale
Montessori Father's Group Co-Chair, Administrator of Fatherhood
Collaborative of Hamilton County, Golf, Emerging Technologies and member
of Kappa Alpha Psi Fraternity, Inc.

MILITARY EXPERIENCE

1989 – 1995 U.S. Army Reserves

- Selected as Platoon Guide, responsible for 54 member platoon during eight week basic training.
- Selected to participate in a Gunner fast track training program, 1 of 4 participants selected from Battalion of over 100 soldiers.
- Gunner / Driver of eight inch self-propelled Howitzer (Artillery) 13 Bravo MOS.

