RECOMMENDED ACTION AND JUSTIFICATION:
Approve a reorganization of the Human Services Department by consolidating the fiscal operations into one unit as well as consolidating the information systems support operations into one unit by adding one System Support Analyst allocation and transferring the allocation of the Staff Services Manager, Accountant I, Accounting Technician I/II, one Account Clerk II and one Account Clerk III to the Human Services Administration budget from the Behavioral Health, Alcohol & Drug, Proposition 36, Mental Health Services Act, Social Services, and Employment & Community Services budgets. Approve budget actions increasing revenue and appropriations in the Human Services Administration budget and transferring funding within the Behavioral Health, Alcohol & Drug, Proposition 36, Mental Health Services Act, Social Services, and Employment & Community Services budgets to accommodate this change in allocations to be effective February 1, 2009.

Consolidating the fiscal operations within the department will provide for tighter controls in the fiscal area. This consolidation includes amending the Fiscal Officer job description by creating a flex class of Fiscal Officer I/II, setting the salary at $4683.40 - $5692.38, and changing the Fiscal Officer allocation to a Fiscal Officer I/II allocation. The Fiscal Officer II class will oversee the fiscal operations. Additionally, eliminate one Account Clerk III allocation in Behavioral Health as this position will no longer be necessary.

Consolidating the information systems support operations within the department to oversee all current and proposed operating systems will provide a more efficient operation. This includes oversight of the Child Welfare Services system, the IHSS program system, Alcohol/Drug and Mental Health program systems, and C-IV for the financial assistance programs to name just a few. The Network Administrator II class of the existing Network Administrator I/II allocation will oversee its operation. Currently, the Network Administrator class in Human Services is a Merit Systems Services position. With this consolidation, this position will be a County position and, therefore, the Network Administrator I/II class spec will need to be slightly amended to accommodate this change. Currently, there is one System Support Analyst in Employment and Community Services. In order to accommodate the growth that the department has experienced and will experience in information systems, an additional position of a System Support Analyst is also proposed to be allocated to Human Services Administration.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved similar reorganizations for this department as well as other County departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve this action, however, a negative action could result in a less than streamlined operation for both the fiscal operation as well as the information systems support operation.
The foregoing instrument is a correct copy of the original on file in this office.

Date: 

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: 
Deputy

COUNTY ADMINISTRATIVE OFFICER:

[Signature]
# BUDGET ACTION FORM

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**ACTION REQUESTED**: (Check all that apply)

[X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

[X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

## JUSTIFICATION
Fiscal re-org movement of FTEs.

**DEPT HEAD SIGNATURE**: [Signature]

**DATE**: 1/28/09

**APPROVED BY RES NO**: [Signature]

**CLERK**: [Signature]

**DATE**: 2-10-09

**DEPARTMENT**: Human Services

**AUDITOR'S USE ONLY**: BA#

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Budget Revision Form Revised 07/2000

1 of 7
# BUDGET ACTION FORM

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**ACTION REQUESTED:** (Check all that apply)

- [x] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

- ( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION** Fiscal re-org movement of FTEs.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**CLERK**

**DATE** 1/25/09

**DATE** 2-10-09

**DEPARTMENT** Human Services

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 07/2000

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ACTION REQUESTED: (Check all that apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

JUSTIFICATION: Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE

APPROVED BY RES NO. 09-60

CLERK

DATE 1/28/09

DATE 2-50-99

DEPARTMENT Human Services

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 07/2000

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**JUSTIFICATION** Fiscal re-org movement of FTEs.

**DEPT HEAD SIGNATURE**

**DATE** 1/25/09

**APPROVED BY RES NO**

**CLERK**

**DATE** 2-10-09

**DEPARTMENT** Human Services

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 07/2000

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## BUDGET ACTION FORM

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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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**TOTALS** - -

### ACTION REQUESTED:

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

- [X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

### JUSTIFICATION

Fiscal re-org movement of FTEs.

### DEPT HEAD SIGNATURE

[Signature]

### DATE

1/25/09

### APPROVED BY RES NO. CLERK

[Signature] [Signature]

### DATE

2-10-09

### DEPARTMENT

Human Services

### AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 07/2000

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### BUDGET ACTION FORM

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- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit:

**JUSTIFICATION:** Fiscal re-org movement of FTEs.

**DEPT HEAD SIGNATURE**  
**DATE** 1/28/09  
**APPROVED BY RES NO.**  
**CLERK**  
**DATE** 2-10-09

**DEPARTMENT** Human Services  
**AUDITOR'S USE ONLY**  
**BA #**  

Budget Revision Form Revised 07/2000  
6 of 7
## BUDGET ACTION FORM

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**TOTALS** | 27,905 | 27,905 |

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**JUSTIFICATION** Fiscal re-org movement of FTEs.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 02-58

**CLERK**

**DATE** 1-28-09

**DATE** 2-10-09

**DEPARTMENT** Human Services

**AUDITOR'S USE ONLY**

**BA #**

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7 of 7
Human Services Administration

February 1, 2009

Director

16 FTE

- Fiscal Officer I/II
- Office Technician II

Staff Services Manager
Fiscal Services*

Accountant I*
Vacant*
Account Clerk III

Administrative Analyst
Accounting Technician*
Account Clerk II*

Network Administrator I/II
System Support Analyst*
System Support Analyst**

Fraud Investigator

Senior Office Assistant

Senior Office Assistant

* Additional FTEs from other budget units
FTE currently in Administration unit

**FTE Salary & benefits will remain in Employment & Community Services budget for claiming purposes.
FISCAL OFFICER I/II

DEFINITION
The Fiscal Officer I/II classifications are executive positions and under limited direction, performs a variety of highly complex administrative, budgeting, and accounting tasks; ensures fiscal integrity, fiscal control, and accountability for all fiscal operations in the department; prepares and monitors the departmental budget and recommends fiscal policy; implements approved or mandatory fiscal programming; related administrative duties as assigned.

Fiscal Officer I is distinguished from the Fiscal Officer II in that the Fiscal Officer II is expected to supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions. The Fiscal Officer I differs from the Fiscal Officer II classification in that the Fiscal Officer II typically works in one of the County’s larger departments that consists of divisions within that department.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the appropriate department head.

Exercises technical supervision over assigned staff.

EXAMPLE OF ESSENTIAL FUNCTIONS
Applies normally accepted accounting and business practices to a complex Department with multiple funding sources

Plans, organizes, and manages the fiscal and budgetary aspects of the Department

Provides budgetary and fiscal advice to the Department Head and managers, and makes budget/fiscal recommendations

Monitors all aspects of fiscal accountability for contracts, subcontracts, and grant funded programs

Prepares and develops the annual budget request for the Department in consultation with the Department Head; monitors revenue collections and exercises expenditure control

Coordinates the completion of Federal, State, and County audits and fiscal reviews; prepares response to audits and implements or develops corrective practices as prescribed by the audit

Prepares and reviews fiscal reports required of the Department by funding sources or the Department Head

Develops and recommends fiscal policies and accounting practices for the Department

Develops plans and procedures to enhance revenue for departmental programs

Works closely with Department Head and managers to ensure monies are expended for the purpose intended
County of Mariposa
Fiscal Officer II
Page 2

Analyze the fiscal impact of legislation impacting County finances and operations, and formulate recommendations for Department consideration

Performs special fiscal reports, surveys, and studies as assigned

Fiscal Officer II (in addition to the above)
Oversees the selection and training of fiscal personnel

Supervises fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions; prepares performance evaluations for fiscal personnel

EMPLOYMENT STANDARDS:
Knowledge of:
Generally accepted accounting principles and practices

Governmental accounting practices

Basic principles and practices of governmental budget development, preparation, and expenditure control

Basic principles and practices of supervision, training, and performance evaluation

Principles and procedures of financial and statistical record keeping

Theory, principles, and practices of accounting and auditing

Fiscal Officer II (in addition to the above)
General knowledge of principles and practices of management necessary to plan, develop, evaluate, and direct the complex activities of the fiscal program including organizing, staff development, and supervision

Ability to:
Prepare and present a variety of clear, complete, and concise financial and budgetary plans
Research, analyze, and evaluate fiscal/accounting operations, procedures, and practices; make recommendations to strengthen fiscal/accounting operations

Understand, interpret, and apply laws, rules, and regulations as they apply to assigned tasks

Work cooperatively with State, Federal, and County Auditors and other funding agencies

Establish and maintain effective working relationships with those contacted in the course of work

Fiscal Officer II (in addition to the above)
Direct, control, and evaluate a group of subordinates and maintain consistency with departmental objectives and standards
TYPICAL WORKING CONDITIONS
Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS:
Experience:
Fiscal Officer I and II
Five (5) years of fiscal/accounting experience performing progressively responsible accounting and budget analysis work, including at least two (2) years in a management or supervisory capacity and at least one (1) year of governmental budgeting. Experience with personal computers including word processing, spreadsheets, and data base analysis is highly desirable.

Fiscal Officer II (in addition)
One (1) additional year of experience in a management or supervisory capacity.

Education: (both Fiscal Officer I and II)
A bachelor’s degree from an accredited college or university with major course work in accounting, business, finance, economics, public administration, or a closely related field is required. A Masters Degree in business, accounting, finance, economics, public administration, or a closely related field is highly desirable.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
NETWORK ADMINISTRATOR I/II

DEFINITION
To administer Local Area and Wide Area Networks by providing support and consultation to assigned County departments; to oversee maintenance and technical support for all stand-alone and network-attached computer devices and peripheral equipment; to assist users in the use of personal computers, their operating systems, utilities and core applications; and to perform related duties and responsibilities as required.

Network Administrator I – Employees in this classification receive close supervision within a framework of standard policies and procedures. Employees in this class function at the entry level.

Network Administrator II – This is the full journey level in the Network Administrator class and it is distinguished from the Network Administrator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees in this position receive occasional instruction or assistance as new or unusual situations arise, and perform a number of duties of increasing complexity.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the assigned department head.

Network Administrator I – Exercises no supervision.
Network Administrator II – May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Researches, recommends, configures, installs, upgrades and maintains network operating system software and hardware.

Integrates, installs, configures and upgrades core applications software.

Integrates, installs, configures and upgrades administrative utilities, network monitoring software and diagnostics tools.

Backs up, restores and archives data.

Monitors network resources and performs network analysis to determine components that need to be fine-tuned or upgraded for optimum performance.

May assist in managing the County’s e-mail system.

Contacts and consults with hardware and software vendors for upgrades and problem resolutions.

Documents LAN configuration and changes control procedures.

Performs software and hardware evaluations, and makes recommendations for modification as necessary.
Establishes and maintains network users, user environment, directories and security.

Installs, configures and maintains microcomputers, including lap tops, and peripheral hardware.

Installs, troubleshoots and maintains PC-based software; assists users with software use and problem resolution.

Facilitates repairs of damage to personal computers, network resources and/or attached peripheral hardware.

 Responds to the needs and questions of computer users concerning their access to resources on the network, stand-alone microcomputers or mainframe-attached devices; may assist in problems associated with core software programs.

Organizes and teaches classes on computer basics, operating systems and core applications.

Remains on-call as scheduled for after-hours problem response.

May coordinate activities with the Information Systems Specialist, other divisions and departments, vendors, contractors, telecommunications companies, other agencies, etc., as necessary.

Performs general clerical work as necessary, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, maintaining logs and lists, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
All pertinent federal, state and county laws, codes, rules, regulations and standards.

County and division policies and procedures.

Specialized public sector / government information systems applications.

Methods of supporting a network computer system.

Current microcomputer design, hardware design, operating systems, configuration of B10s.

Troubleshooting techniques for microcomputers.

Current operating systems and software used for business applications.

Network hardware such as hubs, switches, routers, RASs, NICs, MUXs, DSU/CSUs, modems and cabling.
Local Area Network technologies and network communications protocols.

Interface techniques between microcomputers and mainframe / mid-range host systems.

Principles of mathematics and logic.

Records storage and handling techniques.

Data security requirements and practices.

Methods of user training.

Modern office practices and technology.

English usage, spelling, grammar and punctuation.

Business letter and report writing techniques.

**Network Administrator II (in addition)**

Advanced troubleshooting techniques.

Programming languages applicable to operating systems used in the County.

Configuring servers and routers.

**Ability to:**

Interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to areas of responsibility.

Set work priorities, and organize and schedule work to meet deadlines.

Exercise sound independent judgment within general policy guidelines.

Learn and effectively operate computer systems and department-specific software.

Install and maintain servers.

Install and configure new network operating systems and utilities.

Install and configure microcomputers as stand-alone machines or network clients.

Troubleshoot and resolve a variety of microcomputer hardware and application software problems.

Develop effective and reliable back-up and restoration procedures for network data.
Identify and solve a variety of networking problems, including but not limited to cabling, NIC, router, hub and switch, and configuration problems.

Develop and conduct technical training.

Provide professional, efficient user support and assistance.

Analyze technical problems, evaluate alternatives and make sound recommendations in support of goals.

Establish and maintain effective working relationships with those contacted in the course of the work.

Maintain accurate records and prepare clear and concise documentation and reports.

Work with sensitive, confidential information as required.

Communicate clearly and concisely, both orally and in writing.

Perform work safely following all rules and regulations.

Meet the physical requirements necessary to successfully perform assigned duties.

**Network Administrator II (in addition)**

Plan network hardware installations, providing accurate and comprehensive documentation.

Analyze and present technical solutions and generate network diagrams and related documentation.

Assume responsibility for technical projects.

May plan and coordinate the work of assigned staff.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Worker is subject to irregular working hours on an on-call basis.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 50 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Network Administrator I

Experience:
Four years of experience in the maintenance and repair of microcomputers, and two years of experience maintaining computer networks.

Education:
Graduation from an accredited college or university with an Associate’s degree in information systems, computer science, business or a closely related field.

Network Administrator II (in addition)

Experience:
Two years of increasingly responsible experience in the management, development, and maintenance of a local or wide area network equivalent to that of a Network Administrator I in Mariposa County.

Possession of one or more of the following certifications is desirable: Computing Technology Industry Association (A+), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), CISCO Certified Network Associate (CCNA) certification; or equivalent experience as determined by the Technical Services Director.

Substitution:
Additional experience in computer programming and operation may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.