RECOMMENDED ACTION AND JUSTIFICATION:

Adopt the job description for a System Support Analyst. Authorize the allocation of a System Support Analyst position in the Treasurer, Tax Collector and County Clerk with specific urgency in the Elections Department of this office. Set salary at Range 301- $2,477- $3,011. Personnel staff has indicated that this position will be assigned to the SEIU bargaining unit. And approve funds from Election Fees ($8,064) (4/5ths vote required)

This new position is required in order to handle the more complex and technical requirements of the Elections Department and will also be assigned inter-departmental duties. There is an urgency to fill this position with the June 6, 2006 Election in progress. See attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously approved new positions and recognized immediate need.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Decline or delay request would result in excessive overtime, working employees out of class and would deprive the Election Office the level of technical expertise and training time we need to meet the increasingly complex programs and equipment requirements to successfully conduct the June 6, 2006 Primary Election.

Financial Impact? (X) Yes ( ) No Current FY Cost: $8611
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $8,064
Additional Funding Needed: $8,064
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No.: 02
Ord. No. _____
Vote - Ayes: 4
Absent: 1
Approved
( ) Minute Order Attached ( ) No Action Necessary

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:
_____ Requested Action Recommended
_____ No Opinion
Comments:
The dept. has worked extensively with Personnel staff to develop the job description.

CAO: ________

Revised Dec. 2002
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: MARJORIE WASS, Treasurer/Tax Collector/County Clerk

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: ADOPT THE JOB DESCRIPTION FOR A SYSTEM SUPPORT ANALYST AND AUTHORIZE THE ALLOCATION OF A SYSTEM SUPPORT ANALYST POSITION IN THE TREASURER, TAX COLLECTOR AND COUNTY CLERK OFFICE WITH SPECIFIC URGENCY IN THE ELECTIONS DEPARTMENT OF THE OFFICE. SET SALARY RANGE.

RESOLUTION 06-152

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 25, 2006

ACTION AND VOTE:

b) Adopt the Job Description for a System Support Analyst; Authorize the Allocation of a System Support Analyst Position to the Elections Budget Effective May 1, 2006; Set Salary at Range 301 - $2,477-$3,011; and Appropriate Funds from Election Fees ($8,064) (4/5ths Vote Required)

BOARD ACTION: Discussion was held with Marjorie Wass. (M)Pickard, (S)Fritz, Res. 06-152 was adopted approving the requests, effective May 1, 2006. Supervisor Bibby asked for clarification of the projected savings in the overtime and extra help budgets. Ayes: Unanimous.

Cc: Chris Ebie, Auditor
File
SYSTEM SUPPORT ANALYST-
COUNTY CLERK/ELECTIONS/TREASURER-TAX COLLECTOR

DEFINITION
Under general supervision, the System Support Analyst serves as the main resource person for the
data processing activities of the Elections Division; analyzes, investigates, and resolves computer-
related problems; improves and modifies systems; provides training and instruction; manages
equipment deployment to precincts or other locations; provides cross-functional support to staff in
the County Clerk and Treasurer-Tax Collector Divisions; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED
Receives general supervision from the Assistant Treasurer-Tax Collector / Assistant County Clerk
and the Treasurer-Tax Collector / County Clerk.

EXAMPLES OF ESSENTIAL FUNCTIONS
Responsible for training, standardizing and coordinating of departmental data processing activities
and procedures relating to election systems and other departmental systems as assigned computer.

Assists with the implementation and modification of specialized elections computer programs.

May assist with and coordinate computer needs assessments.

Investigates computer program problems and recommends solutions; assist vendor with diagnostic
routines to determine the cause of equipment programs problems.

Maintains department websites.

Develops, designs, and proofreads new forms.

Assists in proofreading election materials before final printing and distribution.

Carries out poll worker training for election systems.

Assists in planning and executing election day activities.

Inspects polling facilities for handicap accessibility and voter suitability.

Responsible for computer systems’ coordination of data and reporting election night results.

Prepares the more complex records and reports as required by the County, state and federal
government, or other agencies.

Provides leadership of temporary staff as assigned during elections.
County of Mariposa
System Support Analyst-Elections/Co. Clerk/Treasurer-Tax Collector
Page 2

Performs a variety of complex, specialized clerical work associated with Elections, County Clerk and Treasurer-Tax Collector functions.

Assists co-workers with other departmental functions as required.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Performs other general clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, assisting customers, processing in-coming and out-going mail, ordering forms and supplies, etc.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
Terminology relating to computer software, hardware, and peripheral equipment.

Methods of system diagnostics, error research and trouble-shooting.

All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.

Public election and voter registration regulations and procedures.

Procedures and methods of filing official records.

Basic principles of training and leadership.

Ability to:
Identify, evaluate and research operational problems, make independent judgments and implement changes.

Troubleshoot system, hardware and software problems.

Maintain records, document actions, and prepare related reports.

Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.
Provide training and leadership of others.

Work with County staff or outside vendors as necessary in the maintenance of computer systems and programs.

Communicate effectively orally and in writing.

**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**

**Experience:**
Four years of increasingly responsible clerical or technical experience in an elections office or similar office-type environment which includes one year of computer systems analysis experience, or two years as an Elections Clerk II in Mariposa County including college-level coursework in computer science providing knowledge in systems analysis.

**Education:**
High school diploma or GED equivalent.

**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.