RECOMMENDED ACTION AND JUSTIFICATION:

(Appolicy Item: Yes __ No __ X)

Approve the proposed class specification and designation of Fiscal Officer and set the salary range at 255 ($3,364 - $4,088 monthly); approve the revised class specification and designation of Staff Analyst and change the title to Administrative Analyst and adjust the salary from range 206 ($2,636 - $3,204 monthly) to range 235 ($3,045 - $3,701 monthly).

Please see attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: ( ) Not Applicable
A. Budgeted Current FY $
B. Total Anticipated Costs $
C. Required Additional Funding $
D. Internal Transfers $

SOURCE: ( ) 4/5ths Vote Required $
A. Unanticipated Revenues $
B. Reserve for Contingencies $
C. Source Description:

Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Staff Report
Fiscal Officer class specification
Staff Analyst revised class specification

CLERKS USE ONLY:
Res. No. 02 - 140 Ord. No.
Vote - Ayes: Parker
Absent: 
Abstained: 
Approved ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary
The foregoing instrument is a correct copy of the original on file in this office
Date:

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

X Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

CAO's Initials:

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

BY:
Deputy
May 7, 2002

To: Board of Supervisors

From: Jeffrey G. Green, County Counsel

Subject: Fiscal Officer and Staff Analyst Class Specifications

Recommendation
Approve the proposed class specification of Fiscal Officer, assign the classification to the Mariposa County Managerial and Confidential Organization (MCMCO) and set the salary range at 255 ($3,364 - $4,088 monthly). Approve the revised class specification of Staff Analyst changing the title to Administrative Analyst, assign the classification to MCMCO, and adjust the salary from range 206 ($2,636 - $3,204 monthly) to range 235 ($3,045 - $3,701 monthly).

Background
During the Fiscal Year 2001-02 budget process, the Board of Supervisors approved the additional positions of Fiscal Officer and Staff Analyst for the Human Services Department and set-aside funding for these positions. The Board has previously approved these allocations and only the approval of the class specifications and salary ranges are required.

The Board adopted Resolution #02-18 that tied the Staff Analyst Confidential position to MCMCO for salary and benefits.

Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 “Classification Plan Amendment,” the Board may create new classes or revise or abolish existing classes.

Discussion
As Board members are aware, many of our job descriptions have been written too narrow and therefore create unnecessary inflexibility in duty assignment and cause the proliferation of new classifications whenever a new position is required. Consequently, the Board has recently issued a Request for Proposal to conduct a classification study to correct this problem. The proposed classifications for Fiscal Officer and Administrative Analyst have been written broadly so as to avoid past restrictions and allow for their allocation to any complex department.
It is critical that the positions allocated to the Human Services Department be filled with qualified professionals as soon as possible. The need for increased fiscal control and accountability, and the need for better management and administrative analysis is great. Staff believes that there will be significant cost savings to federal, state and County allocations to the Human Services department, and that the exposure of County General Funds to audit exceptions and program performance penalties will be greatly diminished once these positions are filled and indoctrinated.

As our County grows, and more significantly, as our Federal and State governments impose more mandates, required reporting, and audit requirements on local government, it is necessary that the County employ skilled experts to contend with these requirements. The demand for experienced and adequately trained professionals exceeds the supply. In order to attract and retain qualified professionals, compensation must be set in relation to the marketplace. A failure to do this will likely result in high turnover and/or inadequate expertise. In any event the costs of turnover and mediocre service, as is realized through inefficient and ineffective use of taxpayer money and audit exceptions, far exceeds the costs of recruiting and retention of competent staff. The proposed salaries for these positions were developed upon an analysis of marketplace requirements and existing internal salary relationships. There will be no compaction (internal salary) issues with other positions.

The appointment of these positions with qualified professionals will provide additional cost savings by reducing the amount of professional work that must be contracted out. In addition to the savings of not having to hire as many consultants, the performance of work “in-house” will produce a better end product and retain the knowledge gained from the production within our organization.

**Fiscal Officer:** This is a new classification and the proposed salary range and designation are the same as that of the Assistant Auditor and Fleet/Fiscal Manager positions.

**Staff Analyst:** This classification was created in June 2000 for the Administration Department. Currently only Administration and Human Services are allocated this position, but other County departments may someday benefit from a similar position. Therefore, the proposed generic classification is very appropriate. The duties and responsibilities required of the position are more accurately reflected in the job title Administrative Analyst, and the proposed salary is more commensurate with the job duties, responsibilities, and required qualifications. The proposed salary range is the same as that of the Deputy Agricultural Commissioner/Sealer and the Deputy Director, Parks and Recreation.

If the Board approves the recommended action, the incumbent Staff Analyst Confidential position will be changed to Administrative Analyst Confidential and the salary adjustment will become effective June 1, 2002.
Fiscal Impact
Sufficient funding was set aside during the budget process for the positions in the Human Services Department. Funding for the salary adjustment for the Administrative Analyst position in the Administration Department will be offset by savings in various service and supply accounts.
MARIPOSA COUNTY

JOB TITLE: Fiscal Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

This is an executive position that 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. This position may supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions.

SUPERVISOR: As assigned by appropriate Department Head

TYPICAL DUTIES:

- 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 Program Managers, and makes budget/fiscal recommendations

- Supervises administrative and clerical staff performing fiscal and accounting tasks, including performance evaluations

- 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
MARIPOSA: Fiscal Officer

**TYPICAL DUTIES:** (cont.)

- 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

- May supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions

- Develops plans and procedures to enhance revenue for departmental programs

- Works closely with Department Head and program managers to ensure monies are expended for the purpose intended

- 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

**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
MARIPOSA: Fiscal Officer

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

- supervise, train, and evaluate the work of assigned staff

MINIMUM QUALIFICATIONS:

Possession of a valid California driver’s license.

AND

Education:

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.

AND

Experience:

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.
MARIPOSA COUNTY

JOB TITLE: Administrative Analyst

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under administrative direction, performs a variety of administrative and program analysis; organizes and analyzes information; assists with or supervise the administration and implementation of programs and services; provides complex staff assistance and participates in the planning, analyzing, developing, evaluating and directing diverse activities of Mariposa County governmental units including fiscal, operational and administrative aspects.

SUPERVISOR: As assigned by appropriate Department Head

TYPICAL DUTIES:

- Analyze fiscal, program and administrative operations and issues; develop recommendations and written reports

- Review and analyze proposed or adopted legislation impacting County operations and finances; formulate recommended positions for Department and/or Board of Supervisors consideration

- Manage grant-funded programs and projects including preparing applications, fiscal reports and contracts and monitoring contract performance

- Gathers data from and works with representatives of other governmental agencies

- Develops recommendations and alternatives on policies, program development, and implementation

- Makes administrative decisions and provides administrative support in the areas of personnel, budgets, and staff development
MARIPOSA: Administrative Analyst

**TYPICAL DUTIES:** (cont’d)

- Prepares and monitors division and departmental budget(s)

- Facilitates Department compliance and implementation of Federal and State plans

- Represents the Department with the public, community organizations, and other government agencies

- Directs the activities of assigned personnel

- Prepares comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations

- Compiles and analyzes data and makes recommendations regarding staffing, equipment, program, and facility needs

- Performs special studies, statistical reports and surveys, and projects as assigned

- Write a variety of documents including agenda actions, memos, letters and reports

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- structure and functions of the various levels of government operating in California

- principles, practices, and methods of public administration, organization and management

- basic principles and practices of governmental budget development, preparation, and expenditure control

- governmental accounting practices

- statistical methods, data collection, and research techniques used for management analysis
MARIPOSA: Administrative Analyst

Ability to:

- understand, interpret and apply laws, rules and regulations as they apply to assigned tasks
- collect, interpret and evaluate narrative and statistical information
- operate a personal computer to prepare reports, graphs and charts
- communicate effectively orally and in writing
- establish and maintain effective working relationships with those contacted in the course of work
- perform a variety of analytical work, administrative support assignments, and program development and implementation of work

MINIMUM QUALIFICATIONS:

Possession of a valid California driver’s license.

AND

Education:

A bachelor’s degree from an accredited college or university is required. Course work in public or business administration, economics, accounting, statistics or related fields is highly desirable.

AND

Experience:

Three years of administrative experience which has included a variety of budget, operational, organizational and/or fiscal responsibilities. Experience with personal computers including word processing, spreadsheets and data base analysis is highly desirable.