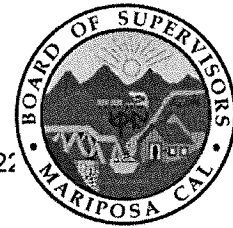




# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



## **RESOLUTION - ACTION REQUESTED 2015-26**

MEETING: January 13, 2015

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Approve New Classification of Assistant Director of Human Services

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Job Description of Assistant Director of Human Services; Set the Annual Salary Range at \$70,455.84 - \$85,639.84; Assign the Classification to the Mariposa County Managerial and Confidential Organization (MCMCO) Bargaining Unit; Allocate the Position to the Human Services Administration Budget Effective January 1, 2015; and Approve Budget Action Increasing Revenue and Appropriations and Reducing Contingency in various Human Services Budgets to Accommodate the New Position (\$70,783). The Department is experiencing greater requirements in administering their many programs. New policies and procedures to manage these requirements are on-going and existing management staff are already immersed in administering other critical aspects of the Department. The Assistant Director position will work in collaboration with the Department Head to ensure the Department's administratively-established goals and objectives are accomplished and critical areas of concern are managed in an efficient and timely manner.

The salary for the Assistant Director of Human Services is tied to the salary of the Assistant Director of Public Works-Support Services. The salary for the Assistant Director is approximately 15% below the salary for the Human Services Director and approximately 2% above the top step salary of the highest Deputy Director level (Deputy Director of Behavioral Health). The Human Services Department has sufficient funding to accommodate the additional position and the Budget Action accompanying this action increases revenue and appropriations in the Human Services Administration Budget as well as increases revenue and appropriations and reduces Contingency in various Human Services budgets to fully fund the new position for the remainder of this fiscal year. It should be noted that the Human Services Administration budget receives funding from other Human Services budgets to offset the administrative overhead costs in managing these programs.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

At their meeting of October 21, 2014, the Board of Supervisors authorized the Human Services Department to work with the Human Resources/Risk Management Department on developing a new classification of an Assistant Director of Human Services. Board approval to work on this job description was required pursuant to Board direction because of workload concerns due to the vacant Human Resources Director/Risk Manager position.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as recommended. Existing staff will have to manage and oversee the mandates required of the Department to the best of their ability.

**FINANCIAL IMPACT:**

Revenue and appropriations are increased in the Human Services Administration Budget; and revenue and appropriations are increased, and Contingency reduced in various Human Services budgets -- Social Services, Behavioral Health, Alcohol & Drug, Mental Health Services Act, Wraparound, and Realignment-Behavioral Health.

**ATTACHMENTS:**

Assistant Director of Human Services(PDF)  
Budget Action (PDF)

**CAO RECOMMENDATION**

Requested Action Recommended

*Mary Hodson*

Mary Hodson, Interim CAO 12/23/2014

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Rosemarie Smallcombe, District I Supervisor

**SECONDER:** Kevin Cann, District IV Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

# BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.0102	Asst Director Human Services		42,822	
001	0507	672.0235	Longevity		3,854	
001	0507	672.0310	Social Security		2,698	
001	0507	672.0311	Medicare		631	
001	0507	672.0313	Medical/Dental/Vision		7,198	
001	0507	672.0314	Retirement Employer		9,638	
001	0507	672.0315	Retirement Employee		3,427	
001	0507	672.0317	Life Insurance		44	
001	0507	672.0318	SDI		431	
001	0507	672.0319	Cash Cafeteria Plan		40	
001	0507	672.0910	Transfer in from SS 0501		(44,958)	
001	0507	672.0912	Transfer in from MH 0402		(11,220)	
001	0507	672.0914	Trasnfer in from AOD 0403		(4,245)	
001	0507	309.1684	Transfer in from MHSA 410		(7,904)	
001	0507	309.1630	Transfer in from Wrap 422		(2,456)	
001	0501	661.0910	Transfer out to HS 0507		44,958	
001	0501	661.1090	Contingency			44,958
001	0402	622.0910	Transfer out to HS 0507	MH120	11,220	
001	0402	309.1694	Transfer in Realignment 393	MH120	(11,220)	
001	0403	623.0910	Transfer out to HS 0507	AD103	4,245	
001	0403	309.1752	Transfer in Realignment 393	AD103	(4,245)	
<b>TOTALS</b>					Continued	Continued

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
<b>TOTALS</b>				0	0

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

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** Add new Assistant Director of Human Services to 001-0507 Budget

DEPT HEAD SIGNATURE *Chevon Kott* DATE 12-8-14  
 APPROVED BY RES NO. see next page CLERK *Gene LaRock* DATE 1-13-15

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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## **ASSISTANT DIRECTOR OF HUMAN SERVICES**

### **DEFINITION**

To perform responsible administrative work in assisting the Human Services Director in the development and implementation of departmental policies, strategies, and operational plans; to assist in the training and mentoring of new leadership team members; to assist the deputy directors in managing day-to-day operations, developing new systems and structures, evaluating performance, and ensuring systems and structures of the organization are functioning properly; to serve as a lead member of the department's management team; and to serve as acting Human Services Director in his/her absence.

This position collaborates with the Director to accomplish the department's mission statement and administratively-established goals and objectives.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Human Services Director.

Exercises supervision over professional, management, supervisory, technical, and clerical staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assist the Director in managing, planning, organizing, and directing activities and operations of the department and assumes full responsibility of the department as needed.

Assist in developing the department goals and objectives; assist in the development of policies and procedures.

Confer with the Director regarding policies and operating processes; review, evaluate, and recommend changes in policies, programs, and operations.

Mentor and coach subordinates to implement the direction of the Director; identify emerging issues, assess alternative strategies and action plans, and solve problems.

Develop and implement work plans, performance measures, and assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Assist in oversight of human resources functions within the department; assist supervisory staff in developing and conducting performance evaluations; recommend the implementation of discipline; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Evaluate public complaints pertaining to activities, practices, or individuals of the department; direct internal investigations within the department as directed.

Oversee the research and preparation of technical and administrative reports with consultants and staff; prepare related correspondence.

Perform a variety of special assignments.

Perform general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices of leadership.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of policy development and implementation.

Budget preparation and administration practices.

Principles of management, supervision, training and performance evaluation.

Principles and practices of organizational analysis, performance measures, and management.

Public/community relations techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Assist in providing administrative and professional leadership in support of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Assist in the development and implementation of department policies and procedures.

Analyze and implement program mandates.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative, financial and technical reports.

Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including diverse interest groups and advisory boards, advocacy groups, and other governmental organizations.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. 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:**

Five years of senior level managerial and/or administrative experience relating to planning, organizing, and directing the operations of a large, complex division, department, or agency involving a wide variety of programs, services, and funding sources. Knowledge of local client demographics, community needs, and relationships with community partners preferred. Experience in a Human Services Agency is preferred.

##### **Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree with major coursework in business, public administration, public health, health science, sociology, psychology, counseling, behavioral sciences, or a closely related field.

##### **Substitution:**

Additional qualifying experience 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 Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

*Must pass a pre-employment physical.*

**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.**

Creation Date: 01/15 (B/S 15-26)