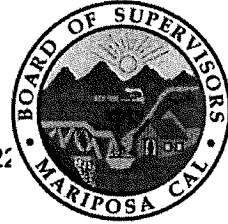




MARIPOSA COUNTY

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



RESOLUTION - ACTION REQUESTED 2015-49

MEETING: January 27, 2015

TO: The Board of Supervisors

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

RE: Approve New Classification-Deputy Director of Administrative Services and Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve the job description of Deputy Director of Administrative Services; set the annual salary range at \$65,863.20 - \$80,057.12; assign the classification to the Mariposa County Managerial and Confidential Organization (MCMCO) bargaining unit; allocate the position to the Human Services Administration budget effective immediately; unallocate the Fiscal Officer I/II position and add an Administrative Analyst-Human Services allocation in the Human Services Administration budget effective immediately; and approve a Budget Action increasing revenue and appropriations in the Human Services Administration budget and reducing contingency and transferring funding in various Human Services budgets to accommodate the allocation changes (\$65,711).

As a continuation of its restructuring, the Human Services Department finds that there is a need to have a position that will manage and direct the activities of administrative services. Some of those administrative activities include fiscal management, facilities management, and information technology. The proposed classification of Deputy Director of Administrative Services will be responsible for managing and directing these activities in addition to other administrative services within the department. Since the incumbent in this classification will be responsible for assisting with developing the department's budget in coordination with the management team, there is no longer a need for the Fiscal Officer I/II classification, which is currently vacant. Instead, a lower level classification of Administrative Analyst will be added to assist with the administration and implementation of programs and services within the department, which includes fiscal activities.

The annual salary range of \$65,863.20 - \$80,057.12 for the Deputy Director of Administrative Services is tied to the annual salary of the Deputy Director of Social Services. The salary for the Deputy Director of Administrative Services is approximately 7% below the salary of the newly approved Assistant Director of Human Services.

The Human Services Department has sufficient funding to accommodate the position allocation changes and the budget action accompanying this request 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 these changes 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 November 25, 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 a Deputy of Administrative 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 funding is being transferred within and between various Human Services budget as well as reducing the Contingency in the Mental Health Services Act Prevention, Education, and Intervention (PEI) fund. There is no impact to the General Fund.

ATTACHMENTS:

Deputy Director-Administrative Services (PDF)
Dep. Dir. Admin. Services Budget Action (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, Interim CAO 1/21/2015

RESULT: ADOPTED [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.0103	Fiscal Officer			39,349
001	0507	672.0105	Administrative Analyst		21,407	
001	0507	672.0106	Dep Dir Admin Svcs		28,815	
001	0507	672.0310	Social Security		1,690	
001	0507	672.0311	Medicare		395	
001	0507	672.0313	Medical/Dental/Vision		3,341	
001	0507	672.0314	Retirement Employer		5,177	
001	0507	672.0315	Retirement Employee		1,890	
001	0507	672.0317	Life Insurance		36	
001	0507	672.0318	SDI		270	
001	0507	672.0319	Cash Cafeteria Plan		2,690	
001	0507	672.0910	Transfer in from SS 0501		(17,007)	
001	0507	672.0912	Transfer in from MH 0402		(4,245)	
001	0507	672.0914	Transfer in from AOD 0403		(1,192)	
001	0507	309.1684	Transfer in from MHSA 410		(2,990)	
001	0507	309.1630	Transfer in from Wrap 422		(928)	
001	0501	661.0910	Transfer out to HS 0507		17,007	
001	0501	309.1694	Transfer in realignment 394		(17,007)	
394	0523	660.7870	Transfer out Realignment		17,007	
394	0523	660.0416	Misc Expense			17,007
TOTALS					Continued	Continued

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS					

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

JUSTIFICATION Add new Deputy Director of Administrative Services and an Additional Administrative Analyst

and remove Fiscal Officer in the Human Services 001-0507 Budget

DEPT HEAD SIGNATURE *Chevon Kabe...* **DATE** _____

APPROVED BY RES NO. 15-49 **CLERK** *Ken Kadochy* **DATE** 1-27-15

DEPARTMENT Human Services

AUDITOR'S USE ONLY

BA # _____

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

To plan, organize, direct, and manage the activities of administrative services within the Human Services Department; to coordinate assigned activities with other divisions and units within the department; to provide highly complex fiscal and administrative assistance to the Human Services Department; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Services Director.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, manages and directs the activities of Administrative Services units in the Human Services Department, including fiscal management, facilities management, information technology, procurement, asset management, and office support.

Develops division goals and objectives; develops and implements division and department-wide policies and procedures.

Coordinates communications and maintains effective working relationships with State and federal agencies, funding source organizations, outside service providers and/or vendors, and other agencies; prepares and monitors departmental contracts.

Develops and implements assigned work plans; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Selects, trains, supervises and evaluates the performance of support personnel; provides advice and assistance as needed to supervisory staff; implements and guides disciplinary processes as necessary.

Develops department budget in coordination with the management team; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; and administers the approved budget.

Provides fiscal and data reports to management team.

Assists with the preparation of grant applications for program funding; assists in administering grants received.

Prepares and presents a variety of program reports at the direction of the Human Services Director.

Assists in coordinating division activities and programs with those of other departments, divisions, and agencies as appropriate.

Builds and maintains positive working relationships with co-workers, other County employees, and the public using principles of good customer service.

Represents the division at community, regional, and statewide meetings in coordination with the Human Services Director.

Provides technical assistance, analysis and support to departmental deputies, program managers, and supervisors as needed.

Performs general administrative work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations and standards, and County policies and procedures.

Principles of policy development, administration, and implementation.

Principles and practices of leadership, motivation, team-building, and conflict resolution.

Principles of supervision, training and performance evaluation.

Budget preparation and financial management practices and 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.

Public / community relations techniques.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures, and standards.

Organize, direct, and implement a wide variety of programs and services.

Analyze budget and technical reports; interpret and evaluate staff reports.

Select, train, supervise and evaluate the work of subordinate staff.

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

Prepare and administer program budgets and plans.

Develop and direct the implementation of policy decisions and practices to improve divisional operations.

Communicate clearly and concisely, both orally and in writing.

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

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 increasingly responsible experience performing administrative functions involving budget preparation, reporting systems, program development, or closely related work, including at least two years in a supervisory or management capacity.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree with course work in public administration, business administration, or 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.

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.