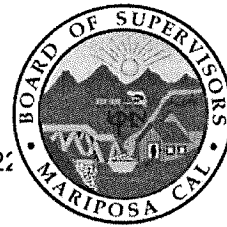




MARIPOSA COUNTY

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



RESOLUTION - ACTION REQUESTED 2015-71

MEETING: February 10, 2015

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel

RE: Amendment to the County Administrative Officer Class Spec

RECOMMENDATION AND JUSTIFICATION:

Approve an amendment to the minimum qualifications of the class specification for the County Administrative Officer (CAO) effective immediately. This is a minor change to the class spec which will allow a substitution of experience for the required four-year degree. To broaden the pool of candidates that will meet the minimum qualifications, staff is recommending a substitution clause be included. This will allow candidates that may possess the necessary skills and knowledge through their past work experience to qualify for the position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of supervisors has approved amendments to class specifications in the past. Most recently, the Board authorized an amendment to the CAO class spec at their meeting of September 16, 2014 to reflect that the CAO is no longer responsible for the Human Resources/Risk Management function.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action as recommended; amend the job description as the Board desires.

FINANCIAL IMPACT:

This position was budgeted in the 2014/2015 Fiscal Year budget.

ATTACHMENTS:

County Administrative Officer (PDF)

Email from Ruth Catalan Regarding CAO Job Classification Amendment (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, CAO

2/5/2015

RESULT: ADOPTED [4 TO 1]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Rosemarie Smallcombe, Merlin Jones, Marshall Long, Kevin Cann

NAYS: John Carrier

COUNTY ADMINISTRATIVE OFFICER

DEFINITION

To serve as Administrative Officer of the County; to provide executive assistance to the Board of Supervisors; to coordinate central County functions; to consult with department heads regarding issues arising from and affecting County operations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Prepares and carries out administrative policies and procedures necessary to implement the directives, policies and goals established by the Board of Supervisors.

Guides the organizational development of the County in response to County growth and changing requirements and expectations of citizens.

Researches and recommends the implementation of long-range plans and methods for increasing County efficiency and economy.

Conducts investigations, studies or surveys as requested by the Board of Supervisors to facilitate the efficient and effective use of departmental staff, materials, facilities and services.

Administers laws, rules and regulations governing County operations; interprets, analyzes and explains policies, procedures and programs to County staff and the public; confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of County concern.

Develops budget instructions and procedures; recommends an annual operating budget based on revenue projections, proposed goals, work programs and projects; monitors and approves expenditures.

Coordinates planning for the design, construction and improvement of physical facilities; prepares annual capital improvement budgets.

Coordinates County departments, offices and institutions through subordinate managers, department heads and appointed officials.

Provides for adequate staff training and development opportunities.

Selects, supervises, motivates and evaluates the performance of subordinate staff; implements disciplinary action and termination as appropriate; provides guidance to department heads.

Coordinates the administration of County offices, departments and agencies; assigns special projects to department and division heads; confers with department and division heads concerning administrative and operational problems; develops appropriate decisions or recommendations.

Attends meetings of the Board of Supervisors and, when so directed, attends meetings of commissions and committees; informs Board of Supervisors of financial conditions, program progress, and present and future needs of the County; ensures Board reports and agendas are developed and posted appropriately.

Initiates, recommends, monitors compliance with, and reports results of policies established by the Board of Supervisors.

Analyzes proposed state and federal legislation; makes recommendations to the Board for positions on proposed legislation.

Responds to difficult or sensitive complaints and requests for information.

Represents the County at private and public sector meetings and events; gives presentations to various agencies, civic and community groups to discuss issues of relevance to County operations.

Coordinates County activities with other governmental agencies and outside organizations as appropriate.

Administers the County's community development function.

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

EMPLOYMENT STANDARDS

Knowledge of:

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

Modern county government organization, functions and procedures.

Current social, political and economic trends and operating problems of county government.

Principles, practices and techniques of public and business administration, including public financing and financial management.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for word and data processing, Excel, and the AS400 system.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

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

Serve as the administrative agent of the Board of Supervisors.

Perform duties under pressure demonstrating leadership and professionalism.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Select, supervise, train and evaluate staff.

Prepare and administer a budget in conformance with sound financial management techniques.

Perform required mathematical computations with accuracy.

Use computers for word and data processing.

Communicate clearly and concisely, both orally and in writing.

Prepare, verify, analyze and reconcile complex administrative records, reports and recommendations.

Represent the County effectively in meetings with others and make formal presentations to various groups.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

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:

Seven years of increasingly responsible public administration experience, including at least three years in a supervisory, management or administrative capacity.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in business, public administration, political science, social science or closely related field is required. A Master's degree is desirable.

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.