RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes __ No √)

Review and approve recommended actions regarding 1999 reclassification requests as listed in staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors reviews and acts on reclassification requests each year.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board may approve, deny or deny with findings.

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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:
Review Process and Criteria
Summary of Reclassification Recommendations
Staff Report with class specifications as attachments

CLERKS USE ONLY:
Res. No. _______ Ord. No. ______________________
Vote - Ayes: __________________ Noes: __________________
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: ____________________________

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

BY: ____________________________
Deputy

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

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

Comment: ____________________________

CAO's Initials: ____________________________
THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 9, 2000

ACTION AND VOTE:

10:30 a.m. Janet Hogan, County Administrative Officer;
Review and Action Regarding 1999 Reclassification Requests
BOARD ACTION: Janet Hogan presented the staff report and reviewed the recommendations and her
suggestion for a comprehensive classification study to be conducted in the future.

Input was provided by the following:

Mary Atkinson provided input for the special projects coordinator – advising that this is a position her
husband has held since 1989. She noted that the data processing duties he performs for the department
have changed a lot over the last few years, becoming more complex and time consuming. She also stated
she feels his other job duties and workload have increased to the point that it is impossible for one person to
do this job within a 40-hour work week. She stated he brings work home and she feels he needs assistance.

Discussion was held, and Supervisor Reilly asked whether the special projects coordinator would be
reviewed with the reorganization Public Works is considering.

10:57 a.m. Recess

11:07 a.m. Supervisor Parker advised that he and Supervisor Reilly need to attend another meeting this
morning, and he asked if this matter could be continued to later this date. Lisa Edelheit, SEIU field
representative, advised that she has another meeting this afternoon and asked that the Board proceed at this
time with this matter. Board concurred with continuing with this matter.

Lisa Edelheit stated she agrees with the suggestion for an overall classification study; and she
supports the recommendations with the exception of the senior office assistant position in the Fire
Department. She does not feel that the recommended reclassification to a secretary for this position is
appropriate. Even though there are only two paid staff positions in the department, it covers twelve stations and 150 volunteers. There are personnel records to be kept and training programs to be monitored. She noted that this position also handles the fiscal aspect of the department and budget preparation and pursues grant funding. The employee in this position has prepared the Standard Operating Procedures for the department. She stated she feels the Farm Advisor’s office is a different situation relative to having a small number of employees – the 4-H coordinator position was added and the duties are very different. She feels an office technician classification would be appropriate for this position, or she is open to considering a separate classification. She further noted that she feels the Fire Chief is supportive of an office technician classification. She stated she feels the duties of dealing with equipment and safety gear are something that no other office staff handles. This employee oversees the office equipment, and she feels this is comparable with the office technician position in the Sheriff’s Department. She stated she feels that internal decisions need to be reviewed – this position handles more complex duties than the 4-H coordinator, yet the coordinator position is at a higher salary range.

Connie Hunt, Fire Department/Senior Office Assistant, stated she is confused by the use of the senior office assistant classification in small and large departments where the duties are so varied. She stated she works very hard to ensure that the volunteers get what they need and she serves as a liaison between the Fire Chief and the volunteers. She supervises employees provided by Mother Lode Job Training Program and CalWORKs, and has volunteers to assist her in trying to keep up on the workload of the department. She feels the office technician classification is appropriate and applicable for the duties that are performed. She stated she loves her job, but the responsibility is heavy. She has been through the volunteer fire fighting training herself and can understand what the volunteers go through. She tries to relieve the Fire Chief of office duties as much as possible, as his workload is also quite heavy.

Discussion was held relative to the recommendations and input provided.

(M)Pickard, (S)Stewart, to approve the County Administrative Officer and Interim Personnel Officer’s recommendations, with the omission of the Fire Department request, that is to come back for further review, died for lack of a second after Supervisor Stewart withdrew his second.

Following further discussion, motion by Supervisor Balmain to provide direction to Data Processing to handle the data processing workload of the Public Works Department and return the special projects coordinator employee to those duties in his classification; and to reclassify the senior office assistant position in the Fire Department to a office technician; and approve the balance of the recommended reclassification requests, died for lack of a second.

(M)Reilly, (S)Pickard, to approve the recommended reclassification requests; with the exception of the senior office assistant position in the Fire Department, and reclassify that position to an office technician, was further discussed. Supervisor Pickard requested that the motion be amended to take separate action on the Fire Department position – that amendment was unacceptable with the maker and he withdrew his second. Supervisor Balmain seconded the motion. Motion failed by the following vote – Ayes: Reilly, Balmain; Noes: Stewart, Parker, Pickard.

Motion by Supervisor Balmain to accept the County Administrative Officer’s recommendations, with the special project coordinator and Fire Department position to come back for further discussion, was withdrawn following discussion.

(M)Pickard, (S)Reilly, Res. 00-167 adopted approving the County Administrative Officer’s recommendations; direction was given for the secretary position in the Fire Department to be further reviewed, and for Public Works to bring back a recommendation for the special project coordinator classification with their reorganization/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
Jeff Green, Interim Personnel Officer
Jim Petropulos, Public Works Director
Tom Archer, Human Services Director
Pete Judy, Chief Probation Officer
Blaine Shultz, Fire Chief
Don Phillips, Treasurer-Tax Collector/County Clerk/Public Administrator
File
RECLASSIFICATION REVIEW PROCESS AND CRITERIA

Review Process

Analysis of reclassification requests follows five steps:

1. Review of the *Job Analysis Questionnaire* completed by the employee and reviewed by the employee’s supervisor and department head. The questionnaire provides information about tasks and responsibilities, the relative amount of time required to perform assigned tasks and changes that have occurred in tasks over time.
2. Review of job class specifications for both the current and requested classifications to verify if tasks do or do not conform to the existing classification and the requested classification.
3. Comparison to other County positions with similar duties and responsibility levels to ensure internal equity.
4. Review of job class specifications from comparable counties or the state if relevant.
5. Discussion with the employee and/or department head regarding changes in duties and responsibilities. If required, a desk audit is completed where the reviewer observes the employee at work to better understand the specific tasks carried out and the skills and abilities needed to perform them.

Decision Criteria

A reclassification is warranted when:

- Tasks have significantly changed over time;
- The new tasks require higher level skills, knowledge and abilities;
- The tasks are performed as a primary part of the position’s on-going duties.

Reclassification is not warranted when:

- The volume of work has increased but the nature of the work is substantially the same;
- An employee demonstrates superior performance, but the tasks and responsibilities of the position have not changed;
- An employee has served in a position for many years and has reached the top of the pay range, but the tasks and responsibilities of the position have not changed;
- A position is assigned new duties that are within the level and scope of the existing job classification.
SUMMARY OF RECLASSIFICATION RECOMMENDATIONS

DEPARTMENT OF PUBLIC WORKS

FLEET-FISCAL MANAGER

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

SPECIAL PROJECTS COORDINATOR

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

HUMAN SERVICES DEPARTMENT

SENIOR OFFICE ASSISTANT

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

HOUSING SPECIALIST I/II

Recommendation: Approve new classification of Senior Housing Specialist, establish compensation at range 162 and reclassify one incumbent Housing Specialist I/II to the new classification.

PROBATION

ACCOUNT CLERK III

Recommendation: Make a finding that the duties performed are consistent with the existing job description and deny the requested reclassification.

FIRE DEPARTMENT

SENIOR OFFICE ASSISTANT

Recommendation: Reclassify the Senior Office Assistant position and the incumbent to the Secretary classification.

TREASURER-TAX COLLECTOR/COUNTY CLERK/PUBLIC ADMINISTRATOR

Recommendation: Approve new classification of Deputy Treasurer/Public Administrator, establish compensation at range 186, reclassify the incumbent Investment Officer to the new classification and delete the classification of Investment Officer.
April 20, 2000

TO: Board of Supervisors

FROM: Janet Hogan, County Administrative Officer

SUBJECT: 1999 Reclassification Recommendations

CC: Affected Employees and Department Heads
SEIU Local 752
Mariposa County Managerial/Confidential Organization

BACKGROUND:

Presented for your consideration and action are my recommendations regarding requested reclassifications received in October 1999. There were originally ten requested, but this report makes recommendations on only seven. Two of the others were actually part of a structural reorganization, and they will be addressed as part of that review. The third was the Associate Surveyor position at the Department of Public Works. The position became vacant shortly after work began on the reclassification review, and the Public Works Director is evaluating alternative scenarios for covering surveying responsibilities. Recommendations regarding the surveyor function will come back to the Board of Supervisors separately.

It will be especially important to keep the reclassification decision criteria in mind as you review the recommendations. Some of the requests flow from situations where employees are demonstrating superior performance but within the parameters of their existing classifications.
The recommendations to deny reclassification in no way reflect on the performance of the incumbent employees.

The reclassification review process is becoming increasingly difficult, especially for support positions, because it has been so long since a comprehensive class study has been carried out. Current classification specifications are not useful tools to help evaluate potential changes because they are vague and dated. The number of requests for reviews of support positions each year also indicates the existing classifications are no longer reflecting the actual work. It is entirely possible that, if a comprehensive study is not undertaken in the next few years, all the support positions could be reviewed and revised individually following the reclassification procedures outlined in our labor agreements. I have shared this with the Interim Personnel Director for consideration of including a budget request to set aside funding to begin a phased classification study.

As a reminder, our Memoranda of Understanding with SEIU and MCMCO specify that employees or department heads may request reclassification of an existing position annually during the month of October. The process requires the Administrative Officer to review the requests and recommend one of three actions for each:

- Approval;
- Denial with direction to the department head to assign only those duties that are within the employee's current job description; or
- Denial with a finding that the duties performed are reasonably consistent with the existing job description.

The Administrative Officer's recommendations are transmitted to the affected employee organization prior to docketing for Board action, and the Board must act on the recommendations within twenty days of receiving them. An employee organization may appeal the decision of the Board to arbitration. The arbitrator cannot direct that a reclassification be approved; however, if the arbitrator finds that the employee has been working out of class, the County must pay the employee for the time worked out of class and either reclassify the employee or remove the higher level duties. Any reclassifications approved by the Board become effective December 1, 1999.
DEPARTMENT OF PUBLIC WORKS

FLEET-FISCAL MANAGER

Request: Reclassify existing Fleet-Fiscal Manager position to Deputy Director of General Services.

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

Discussion:

The Fleet-Fiscal Manager position has management responsibilities for the County's fleet operations. The position is also responsible for managing all aspects of the Public Works Department's financial activities. The classification was created in 1994, and it has not previously been reviewed for reclassification.

The duties and responsibilities of this position have changed in three areas since the classification was created. The first is the addition of responsibility for centralized purchasing for the Public Works Department. The tasks involved are consistent with the existing job description and do not require higher level skills.

The second change is the addition of the federally mandated drug testing program for certain employees in Roads, Fleet and Transit. The Fleet-Fiscal Manager oversees this program including overseeing the testing contract, scheduling tests and completing required reports. These tasks are within the level of skills, knowledge and ability of the existing position.

Finally, the Fleet-Fiscal Manager has done some work to develop a department-wide safety program for Public Works. The existing job description includes responsibility for the Fleet safety program only. This is an expansion of the scope of an existing responsibility from a division to the entire department. Again, this does not indicate a higher level of skills, knowledge and ability over what is already required.

The Department of Public Works has changed its organizational structure since the creation of the Fleet-Fiscal Manager. There is now an Assistant Director serving as the second level of management thus the positions previously at the second level are now third-level managers.
While this may not have had much impact on the day-to-day activities of the Fleet-Fiscal Manager, it represents a general lessening of management responsibilities.

SPECIAL PROJECTS COORDINATOR

Request: Reclassify existing Special Projects Coordinator position to Deputy Director of Computer Services.

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

Discussion:

The Special Projects Coordinator position is a staff position responsible for special projects, rights-of-way acquisitions, overseeing the County Service Areas (zones of benefit) and managing the department’s computer system. The classification was created in 1989, and it was reviewed for reclassification in 1994 and 1996. No changes to the classification or compensation were made as a result of those reviews.

The duties and tasks described by the incumbent are consistent with the existing classification specification. The request for a change is based upon the increased amount of time spent on computer support, and the focus of the request is as much for a compensation adjustment as for a reclassification. A change in the proportion of time devoted to tasks incorporated in a position’s job description does not, in itself, trigger a need for a reclassification.

As to a change in compensation, there is no question that automated information systems have become a frequently relied upon tool for the Public Works Department. It is also evident that the extent of automation in the Public Works Department in 1989 was narrower than is the case today. The same statements can be made about Mariposa County government in general. In response to these changes, the Board of Supervisors created a Data Processing Department with a department head and two technical positions to cover countywide automation tasks. The two technical positions, Network Administrator and Information Systems Specialist, are both compensated at a lower level than the Public Works Special Projects Coordinator position. This is consistent with the finding from the 1994 reclassification study which indicated that automation support activities were at a lower level of responsibility than the Special Projects Coordinator classification.
HUMAN SERVICES DEPARTMENT

SENIOR OFFICE ASSISTANT

Request: Reclassify existing Senior Office Assistant to Social Worker Aide.

Recommendation: Make a finding that the duties performed are reasonably consistent with the existing job description and deny the requested reclassification.

Discussion:

This position serves as unit clerk for the Family Services Unit supporting Social Workers by performing clerical and receptionist duties. The Senior Office Assistant classification was created in 1988, and it is found in several departments.

The implementation of an automated system for social workers has brought about a change in their duties, i.e., they now type their own reports. This has caused the Senior Office Assistant from time to time to take on tasks that Socials Workers would normally perform. In a discussion with the Department Head, he indicated that this does not occur frequently. In addition, in the materials submitted for review, it is stated that the support activities would still be primary even if the position was reclassified.

HOUSING SPECIALIST I/II

Request: Reclassify one Housing Specialist I/II position due to additional responsibilities and duties.

Recommendation: Approve new classification of Senior Housing Specialist, establish compensation at range 162 and reclassify one incumbent Housing Specialist I/II to the new classification.

Discussion:

The Housing Specialist I/II classification is responsible for all aspects of program services for the Mariposa County Housing Authority. There are two positions allocated. The classification was created in 1991 and revised in 1992 and 1998. The 1998 revisions took into account the
Housing Authority's move to the Human Services Department after the dissolution of the Housing and Community Development Department.

Since the move to Human Services one incumbent Housing Specialist I/II has taken on substantial additional responsibilities in the area of budget preparation (both for the federal department of Housing and Urban Development and for the annual county budget), report generation and staff supervision.

The recommended new classification is intended to be a working supervisor incorporating all the responsibilities of a Housing Specialist along with the higher level duties.

**Fiscal Impact:**

The recommended salary range is 12 percent greater than the Housing Specialist II range allowing for an appropriate spread between a line worker and a supervisor. The estimated increased annual cost for the new classification is approximately $2,100. The program is entirely funded by the federal government, and there are no local funds involved.

**PROBATION**

**ACCOUNT CLERK III**

**Request:** Reclassify existing Account Clerk III to Accounting Technician II.

**Recommendation:** Make a finding that the duties performed are consistent with the existing job description and deny the requested reclassification.

**Discussion:**

The Account Clerk III is responsible for carrying out bookkeeping, payroll and other fiscal tasks for the Probation Department. The Account Clerk III classification was created in 1991, and several positions are allocated throughout the county. The subject position was allocated in 1998 when a vacant Senior Office Assistant was eliminated and the Account Clerk III added in recognition of the increasing level of fiscal tasks required to be performed for the Probation Department. At that time, a thorough review was done with the assistance of the Department Head and a Deputy Probation Officer. The duties, tasks and responsibilities identified at that time are the same ones the incumbent now performs.
FIRE DEPARTMENT

SENIOR OFFICE ASSISTANT

Request: Reclassify existing Senior Office Assistant to Office Technician.

Recommendation: Reclassify the Senior Office Assistant position and the incumbent to the Secretary classification.

Discussion:

The Senior Office Assistant is the only support position for the County Fire Department. The classification was created in 1988 and is found in several departments. The duties performed by the incumbent are beyond the scope of the Senior Office Assistant classification in their complexity and requirement for independent judgement and initiative. However, they do not rise to the level of Office Technician which is a classification used in large departments as a primary support position and clerical supervisor.

Fiscal Impact:

The recommended range is 13 percent higher than the current range. The annual increased cost for salary and benefits is approximately $2,100. The Fire Department has some revenue sources, but it is predominantly funded by County General Purpose Revenues.

TREASURER-TAX COLLECTOR/COUNTY CLERK/PUBLIC ADMINISTRATOR

Request: Reclassify existing Investment Officer position to reflect changed and added duties.

Recommendation: Approve new classification of Deputy Treasurer/Public Administrator, establish compensation at range 186, reclassify the incumbent Investment Officer to the new classification and delete the classification of Investment Officer.

Discussion:

The Investment Officer fulfills a variety of responsibilities within the Treasurer-Tax Collector's office related to treasury operations, investment oversight and reporting, processing public administrator
cases, assisting with tax operations and general support activities. The classification was created in 1988, and it has not been modified.

Over time the responsibilities of this position have broadened beyond treasury duties and investment activities. Since contracting with investment firms began some years ago, this position’s responsibilities in that area shifted from researching and tracking investments to monitoring the activities of the contract firm. Tracking the outside firm’s activities, processing required actions and producing investment reports are still required of this position. In addition, the Investment Officer supports the tax operation in the areas of delinquent collections, payments and general assistance. Processing Public Administrator cases is another added responsibility. This position is also responsible for evaluating automated programs and making recommendations for improvements.

The accumulation of additional duties and the technical and/or highly responsible nature of existing and new duties warrant a reclassification.

Fiscal Impact:

The recommended range is 22 percent greater than the Investment Officer range. This recommendation is based on comparisons with other County classifications with similar requirements for education and experience and the complex, technical nature of many of the duties of the position. After the increase, there is still a spread of 24.5 percent between this position and the assistant department head and 37 percent below the Treasurer/Tax Collector who supervises the position.

The estimated increased annual cost is approximately $2,500. The Treasurer/Tax Collector’s operation is predominantly supported by County General Purpose Revenues.

Attachments
MARIPosa COUNTY

JOB TITLE: Deputy Treasurer/Public Administrator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To participate in all activities of the Treasurer Division of the Treasurer-Tax Collector/County Clerk/Public Administrator’s Department; perform, oversee, monitor and coordinate operational banking and investment procedures; maintain proper documentation for bank accounts and investment portfolios; process all aspects of Public Administrator cases and to carry out other functions within the department as directed. Employees in this classification receive minimal supervision within a framework of broad policies. Employees in this classification may direct and monitor the work of others.

SUPERVISOR: Treasurer-Tax Collector/County Clerk/Public Administrator

TYPICAL DUTIES:

- Under direction of the Treasurer-Tax Collector, plan and carry out treasury activities

- Monitor and coordinate all operational banking and investment procedures including making daily bank deposits

- Analyze cash flow requirements and make necessary adjustments to insure adequate balances are available to meet payroll, claims and other operational demands

- Assist in the analysis of investment opportunities; plan, coordinate and manage investment activities in conjunction with investment advisors and prepare periodic reports on investments and other financial matters

- Serve as staff to the Treasury Oversight Committee including preparing agendas, attending meetings, taking minutes and following up as needed
TYPICAL DUTIES: (cont’d)

- Issue new Transient Occupancy Tax certificates to operators; prepare and balance periodic reports of Transient Occupancy Tax collections; work with the Visitor’s Bureau and County Administrator’s office to develop special revenue reports as needed; work with the Planning Department to complete necessary research for permitting requirements.

- Work in cooperation with legal counsel to prepare, file and finalize required documents for Public Administrator cases; dispose of assets pursuant to state law; maintain, balance and control all funds under control of the Public Administrator; disburse funds to heirs and claimants as required.

- Cover other tasks within the Treasurer-Tax Collector’s office as needed including collecting delinquent taxes, processing claims with the court in bankruptcy cases, processing outgoing mail and maintaining necessary accounts.

- Perform other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Accounting principles and practices

- Data collection and analysis techniques

- Personal computer operations and software including word-processing, database and spread sheet applications

- Investment instruments such as certificates of deposit, commercial paper, bonds, mutual funds, treasury notes, etc.

- The Federal Reserve System and banking practices
MARIPOSA: Deputy Treasurer/Public Administrator

**Ability to:**

- Read, understand and apply federal and state laws and regulations
- Examine and verify financial documents and reports
- Evaluate economic factors and their impact on investment strategies
- Compile data and prepare reports with a high degree of accuracy
- Establish and maintain accurate, complete records for various programs
- Communicate and work closely with legal counsel, investment advisors and County officials
- Establish and maintain positive work relationships with those contacted in the performance of required duties

**MINIMUM QUALIFICATIONS:**

A bachelor’s degree from an accredited college or university with major course work in business administration, finance and/or accounting and at least one year of work experience in a commercial or government organization involving the investment of funds, monitoring cash flow and related activities.

**OR**

Four years supervisory or administrative staff experience in a public or private financial organization and at least one additional year of work experience involving the investment of funds, monitoring cash flow and related activities.

*Creation Date: 5/00 (8/8 00-167)*
MARIPOSA COUNTY

JOB TITLE: Senior Housing Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of services for the Mariposa County Housing Authority. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification maintain tenant files and records; inspect units during home re-examinations; interview and brief landlords, tenants and prospective tenants; inform property owners regarding the housing rehabilitation program, and process, recommend, and implement loan applications. This classification is responsible for advising low income households or eligible owner-investors to rehabilitate their units and to assemble, process, recommend, and implement loan applications. This classification performs difficult clerical work involving statistical records, and performs other related duties as required.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Interviews/determines new applicants for eligibility and existing tenants for continued eligibility; notifies applicants of determination and maintains associated records

- Prepares assembles and processes necessary rental forms/contracts and rehabilitation loan application packages

- Inspects units relative to rehabilitation programs and re-examinations

- Prepares notices of intent to vacate premises and coordinates actions with owners and other office staff

- Coordinates rehabilitation loans with lenders and public agencies, escrow and title companies, appraisers, contractors, and others involved in the housing and finance fields

- Performs outreach and public relations activities

- Gathers and prepares statistical and financial reports

- Takes phone calls and responds to inquiries
MARIPOS: Senior Housing Specialist

TYPICAL DUTIES: (cont'd)

- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- correct English usage, spelling, grammar, and punctuation
- statistical calculations
- interviewing methods and procedures
- some positions may require knowledge of real estate lending principles and practices of financial institutions
- some positions may require knowledge of the laws relating to contractor agreements in residential real estate financing and some knowledge of residential construction

Ability to:

- post and make arithmetical computations rapidly and accurately
- explain and negotiate complex financial requirements with property owners, lenders and contractors, make effective presentations to interested community groups, and establish and maintain effective working relationships with those contacted in the performance of required duties
- prepare and process rehabilitation loan applications
- understand and interpret federal and state financial regulations, rules and guidelines
- operate personal computers
- maintain records and files
- work independently, exercise independent judgement, use initiative, and meet established goals, objectives and timelines
MARIPOSA: Senior Housing Specialist

**Ability to:** (cont’d)

- establish and maintain positive work relationships with those contacted in the performance of required duties.

**MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or possession of a GED

**Experience:** Two years experience comparable to a Housing Specialist II with Mariposa County and at least one year experience preparing and administering a program budget.

**License:** Possession of a valid California driver’s license, or the ability to provide suitable transportation approved by the appointing authority.

**Creation Date:** 5/00 (B/S Res. No. 00-167)