RESOLUTION - ACTION REQUESTED 2016-21

MEETING: January 5, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Adopt Recommendations Related to the County’s Reclassification Study and Appeal Process

RECOMMENDATION AND JUSTIFICATION:
Approve the Reclassification Recommendations Effective January 1, 2016. Based on the Recent Mariposa County Classification Study and Appeal Process. Human Resources/Risk Management Department staff is recommending that the Board of Supervisors adopt the recommendations listed below effective January 1, 2016, as a follow up to the recent Mariposa County Classification Study and Appeal process that was conducted through the consulting firm of Municipal Resource Group ("MRG"):

RECLASSIFICATION CHANGE RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Department</th>
<th>Affected Classifications</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor, Human Services</td>
<td>Accountant II</td>
<td>Raise salary range for Accountant II by 7.2%.</td>
</tr>
<tr>
<td>Community Services</td>
<td>Secretary</td>
<td>Reclassify to Program Assistant classification and &quot;y&quot; rate incumbent’s salary.</td>
</tr>
<tr>
<td>County Counsel</td>
<td>Executive Assistant/County Counsel</td>
<td>Reclassify to Legal Executive Assistant (confidential).</td>
</tr>
<tr>
<td>District Attorney</td>
<td>Administrative Assistant/DA</td>
<td>Reclassify to Legal Executive Assistant.</td>
</tr>
<tr>
<td>Human Services</td>
<td>Office Technician II</td>
<td>Reclassify to Executive Assistant.</td>
</tr>
<tr>
<td>Probation</td>
<td>Administrative Assistant/Probation</td>
<td>Reclassify to Executive Assistant.</td>
</tr>
<tr>
<td>Public Health</td>
<td>Accountant II</td>
<td>Reclassify to Administrative Analyst, pending Analyst classification study.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Administrative</td>
<td>Reclassify to Executive Assistant.</td>
</tr>
<tr>
<td>Assistant/Public Works</td>
<td></td>
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<td>-------------------------------------</td>
<td></td>
<td></td>
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<tr>
<td>Sheriff</td>
<td></td>
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<tr>
<td>Sheriff's Administrative Assistant</td>
<td></td>
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<tr>
<td>Reclassify to Executive Assistant.</td>
<td></td>
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<tr>
<td>Treas/Tax Coll. Elections</td>
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<tr>
<td>Office Assistant II</td>
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<tr>
<td>Reclassify to Account Clerk II; move to step that gives at least 5% increase.</td>
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</tbody>
</table>

While a salary review is not normally part of a classification/position study, a problem with the Accountant II salary was uncovered during the position review. Specifically, the salary range for an Accountant II in the Service Employees International Union (SEIU) was 7.2% below the Accountant II that was not in SEIU. Therefore, a recommendation was made to eliminate this difference in the actual salary ranges.

Staff recommends Board approval of the following new Classifications, salary ranges and attached Job Descriptions:

- **New Classification Title**
  - Executive Assistant
  - Legal Executive Assistant
  - Legal Executive Assistant (confidential)
  - Program Assistant

<table>
<thead>
<tr>
<th>New Classification Title</th>
<th>Salary Range/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>$3,869.94-$4,703.83</td>
</tr>
<tr>
<td>Legal Executive Assistant</td>
<td>$4,160.19-$5,056.71</td>
</tr>
<tr>
<td>Legal Executive Assistant (confidential)</td>
<td>$4,160.19-$5,056.71</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>$2,315.34-$2,814.01</td>
</tr>
</tbody>
</table>

In all cases where a reclassification results in movement to a higher salary range, the incumbent will be moved to the appropriate salary step that provides the higher of: 1) a minimum increase of no less than five percent or 2) where an incumbent is at Step 5 of an existing salary range, the incumbent would be moved to Step 5 of the new salary range.

Staff recommends that the Board unallocate/abolish the following classifications:

- Administrative Assistant/DA
- Administrative Assistant/Probation
- Administrative Assistant/Public Works
- Executive Assistant/County Counsel
- Sheriff's Administrative Assistant

The financial impact of the recommended reclassifications for the remainder of this Fiscal Year is estimated to be approximately $15,000 (including the recommended adjustments to the Confidential positions). Any necessary budget adjustments to accommodate these recommended salary increases will be included in the Mid-Year adjustments. Some departments may have savings in other areas (salary savings, operational savings, etc.) that they may be able to utilize to offset the salary increases. Other departments may need to utilize the General Contingency to offset the recommended salary increases. County Administration will be working with the affected departments during the Mid-Year process to ensure the appropriate adjustments are requested and to utilize any available savings to minimize the impact to General
Contingency.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
In 2015, the Board approved both a County-wide Reclassification Job Plan and authorized staff to enter into an Agreement with MRG to conduct a Classification Study. Staff is now returning to the Board with the recommendations from that Study.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board may reject any or all of the recommendations that staff is presenting.

FINANCIAL IMPACT:
The fiscal impact of the recommended reclassifications is approximately $15,000. Any necessary budget adjustments to accommodate these salary increases will be requested during Mid-Year.

ATTACHMENTS:
Board of Supervisors Memorandum Reclassification Study Results and Recommendations January 2016 (DOCX)
Recommended Reclassifications - Salary (PDF)
Program Assistant Job Description November 2015 (DOCX)
Executive Assistant (DOC)
Legal Executive Assistant (Confidential) Job Description (DOC)
Legal Executive Assistant Job Description (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Mary Hodson, CAO 12/31/2015

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier
TO: STEVE JOHNSON/Human Resources Director – Risk Manager, DEBBIE ISAACS/Auditor
FROM: RENÉ LaROCHE, Clerk of the Board
SUBJECT: Approve the Reclassification Recommendations Effective January 1, 2016, Based on the Recent Mariposa County Classification Study and Appeal Process
Resolution: 16-021

The following direction was given by the Mariposa County Board of Supervisors on January 5, 2016:

K.1. Human Resources/Risk Management RES-2016-21
Approve the Reclassification Recommendations Effective January 1, 2016, Based on the Recent Mariposa County Classification Study and Appeal Process

Steve Johnson/Human Resources Director - Risk Manager gave the staff report with Bronda Silva/Municipal Resource Group in attendance to answer questions; and advised that the matter of the salary differential for the confidential unit will be brought back at Mid-Year. No public input.

ACTION: The Board approved, effective January 1, 2016, the Classifications, salary ranges, and Job Descriptions for the Executive Assistant, Legal Executive Assistant, Legal Executive Assistant (confidential), and Program Assistant, as recommended on agenda page page 161; Unallocated the Classifications for the Administrative Assistant/DA's Office, Administrative Assistant/Probation, Administrative Assistant/Public Works, Executive Assistant/County Counsel, and Sheriff's Administrative Assistant, as recommended on agenda packet page 161; and approved the Reclassifications recommended on agenda packet page 164.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier

cc: Mary Hodson/County Administrative Officer
File
LEGAL EXECUTIVE ASSISTANT
(Confidential)

DEFINITION
To perform a variety of specialized and technical duties using highly responsible, independent decision making and good judgment in assisting with the planning, organizing, and coordinating of the day-to-day activities and operations of an assigned department and to represent the department at the department head’s direction at county government related activities. To serve as the department’s office manager and as the department head’s confidential secretary; to assist the department with highly responsible and complex administrative and budgetary support; to perform a variety of routine-to-moderately complex technical duties of a legal department at the paralegal level, and oversee routine assignments. To ensure effective and efficient daily operations and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS
Legal Executive Assistant is the highest level administrative support classification in a County legal department. The class reports directly to a department head attorney and is expected to become knowledgeable of and perform some of the moderately complex department-specific technical legal functions. Some other department’s main administrative support positions perform the more routine work of the department and would be more properly classified as a lower level administrative support class such as Senior Administrative Assistant. The department-specific technical work of the Legal Executive Assistant, on the other hand, entails the more complex and highly responsible work at a higher difficulty level at the paralegal level.

Legal Executive Assistant differs from Executive Assistant in that the former is assigned to a legal office, reports to an attorney department head, and requires technical work at a paralegal level. There is only one Executive Assistant or Legal Executive Assistant in a department and none can be located in an organizational level below a department.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from an attorney department head or higher.

Some positions may be assigned either direct or indirect supervisory responsibility over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Provides highly responsible administrative, department-specific technical legal and clerical support to an attorney department head and other professional staff and serves as the primary contact person for the office in the absence or unavailability of the department head.

Reviews contracts, agreements, correspondence, grants, interdepartmental agreements, and other documents/special projects.
Conducts research, provides supporting data for Board and other reports, and locates applicable ordinances, resolutions, regulations, statutes, relevant case citations, and other required information and data.

Collects and maintains statistical data and prepares and submits statistical reports.

Plans, organizes, and supervises daily activities in the department head’s office; handles the department head’s daily calendar, schedules appearances, appointments, meetings, and acts as the liaison with the department and other departments/agencies.

Understands and complies with all laws, rules, and policies related to the specific department assignment.

Reviews all department purchase orders and contracts for services and supplies for conformance with adopted policies before the department head’s review/approval.

Serves as a liaison to county departments and state offices that deal with each specific department assignment. Coordinates and monitors assigned multi-departmental operations, assisting department personnel to ensure compliance with policies, procedures, and regulations.

Follows up on all legal documents and appearances required for each department-specific assignment.

Prepares ordinances and resolutions for the assigned department and/or for a variety of departments, and drafts contracts for review by the department head.

If assigned supervisory responsibility, selects, assigns, trains, evaluates, and disciplines staff; if not assigned specific and/or direct supervisory responsibility, may participate in the selection and training of other staff as needed.

Maintains and updates the department’s research resources such as a law library and/or all practice and procedure books.

Assists with the departmental budget preparation and may be responsible for administration of departmental budget; prepares billing statements and reimbursement claims for goods and services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable.

Manage the revenue recovery program, if assigned; keeps track of revenues; bills other departments, special districts, courts, etc.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the assigned department.

Performs general and confidential secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs,
maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, legal notices, grand jury responses, reports, rosters, memos, agenda items, resolutions, ordinances, contracts, etc.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, and various agencies.

Monitors and reviews ordinances and updates to County Code; prepares and/or assists departments in the preparation of ordinances, updates to the County Code, and Board agenda reports/resolutions.

Prepares confidential attorney/client, grand jury, or other similar documents.

Assists in highly confidential investigations and negotiations exercising discretion, tact, and good judgment in dealing with witnesses, other agencies and departments of federal, state, and county government.

If assigned, serves as the department’s information systems manager/coordinator.

Oversees the preparation, maintenance, retention, and proper disposal of department records.

If assigned, handles public and media inquiries.

May perform Notary Public duties.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department organization, policies, and procedures.

Basic principles and methods of administration, fiscal, and information technology management.

Principles and practices of staff supervision, training, and performance evaluations.

Legal principles and practices expected of a paralegal.

Research and writing methods; must have a working knowledge of or demonstrated ability to learn the requirements of public meeting law.

Legal terminology, letter writing, basic report procedures, and office practices and procedures.
Methods of filing and indexing documents; principles and procedures of record keeping.

Modern office practices and technology, including filing systems, receptionist/telephone techniques, business letter and report writing, and the use of computers for word and data base and case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Public/client relations techniques.

**Ability to:**

Understand, interpret, and apply pertinent rules and regulations, policies and procedures within guidelines established by the department head.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of time sensitive projects and multiple tasks in an efficient and effective manner.

Provide training and supervision as assigned.

Establish and maintain cooperative working relationship with those contacted in course of work.

If assigned, notarize documents for County departments.

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

Assist in the preparation and administration of assigned budget and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively, and promptly to the needs of the public and other County departments.

Deal tactfully and effectively with the public and with others contacted in the course of work, including irate individuals.
County of Mariposa  
Legal Executive Assistant (Confidential)  
Page 5

Maintain the security and confidentiality of records, information, and files.

If assigned, processes state and local criminal history requests.

Work with sensitive, confidential, and privileged topics.

Use computers and other electronic devices effectively.

Expertly use the most common office software, records management, and database software; learn and implement new departmental and county/state-wide systems.

Type dictation or perform speed note taking with accuracy.

**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 audiovisual 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:**  
Six years of increasingly responsible legal secretarial experience, three years of which must be at an executive secretarial level or as a paralegal preparing a variety of complex legal documents.

**Education:**  
A High School diploma or equivalent.

**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.

Creation Date: 01/16 (B/S Res. 16-21)
LEGAL EXECUTIVE ASSISTANT

DEFINITION
To perform a variety of specialized and technical duties using highly responsible, independent decision making and good judgment in assisting with the planning, organizing, and coordinating of the day-to-day activities and operations of an assigned department and to represent the department at the department head’s direction at county government related activities. To serve as the department’s office manager and as the department head’s confidential secretary; to assist the department with highly responsible and complex administrative and budgetary support; to perform a variety of routine-to-moderately complex technical duties of a legal department at the paralegal level, and oversee routine assignments. To ensure effective and efficient daily operations and to perform related duties and responsibilities as required.

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SUPERVISION RECEIVED AND EXERCISED
Receives direction from an attorney department head or higher.

Some positions may be assigned either direct or indirect supervisory responsibility over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Provides highly responsible administrative, department-specific technical legal and clerical support to an attorney department head and other professional staff and serves as the primary contact person for the office in the absence or unavailability of the department head.

Reviews contracts, agreements, correspondence, grants, interdepartmental agreements, and other documents/special projects.
Conducts research, provides supporting data for Board and other reports, and locates applicable ordinances, resolutions, regulations, statutes, relevant case citations, and other required information and data.

Collects and maintains statistical data and prepares and submits statistical reports.

Plans, organizes, and supervises daily activities in the department head’s office; handles the department head’s daily calendar, schedules appearances, appointments, meetings, and acts as the liaison with the department and other departments/agencies.

Understands and complies with all laws, rules, and policies related to the specific department assignment.

Reviews all department purchase orders and contracts for services and supplies for conformance with adopted policies before the department head’s review/approval.

Serves as a liaison to county departments and state offices that deal with each specific department assignment; coordinates and monitors assigned multi-departmental operations, assisting department personnel to ensure compliance with policies, procedures, and regulations.

Follows up on all legal documents and appearances required for each department-specific assignment.

Prepares ordinances and resolutions for the assigned department and/or for a variety of departments, and drafts contracts for review by the department head.

If assigned supervisory responsibility, selects, assigns, trains, evaluates, and disciplines staff; if not assigned specific and/or direct supervisory responsibility, may participate in the selection and training of other staff as needed.

Maintains and updates the department’s research resources such as a law library and/or all practice and procedure books.

Assists with the departmental budget preparation and may be responsible for administration of departmental budget; prepares billing statements and reimbursement claims for goods and services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable.

Manage the revenue recovery program, if assigned; keeps track of revenues; bills other departments, special districts, courts, etc.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the assigned department.

Performs general and confidential secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs,
maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, legal notices, grand jury responses, reports, rosters, memos, agenda items, resolutions, ordinances, contracts, etc.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, and various agencies.

Monitors and reviews ordinances and updates to County Code; prepares and/or assists departments in the preparation of ordinances, updates to the County Code, and Board agenda reports/resolutions.

Prepares confidential attorney/client, grand jury, or other similar documents.

Assists in highly confidential investigations and negotiations exercising discretion, tact, and good judgment in dealing with witnesses, other agencies and departments of federal, state, and county government.

If assigned, serves as the department’s information systems manager/coordinator.

Oversees the preparation, maintenance, retention, and proper disposal of department records.

If assigned, handles public and media inquiries.

May perform Notary Public duties.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department organization, policies, and procedures.

Basic principles and methods of administration, fiscal, and information technology management.

Principles and practices of staff supervision, training, and performance evaluations.

Legal principles and practices expected of a paralegal.

Research and writing methods; must have a working knowledge of or demonstrated ability to learn the requirements of public meeting law.

Legal terminology, letter writing, basic report procedures, and office practices and procedures.
Methods of filing and indexing documents; principles and procedures of record keeping.

Modern office practices and technology, including filing systems, receptionist/telephone techniques, business letter and report writing, and the use of computers for word and data base and case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Public/client relations techniques.

**Ability to:**
Understand, interpret, and apply pertinent rules and regulations, policies and procedures within guidelines established by the department head.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of time sensitive projects and multiple tasks in an efficient and effective manner.

Provide training and supervision as assigned.

Establish and maintain cooperative working relationship with those contacted in course of work.

If assigned, notarize documents for County departments.

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

Assist in the preparation and administration of assigned budget and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively, and promptly to the needs of the public and other County departments.

Deal tactfully and effectively with the public and with others contacted in the course of work, including irate individuals.
Maintain the security and confidentiality of records, information, and files.

If assigned, processes state and local criminal history requests.

Work with sensitive, confidential, and privileged topics.

Use computers and other electronic devices effectively.

Expertly use the most common office software, records management, and database software; learn and implement new departmental and county/state-wide systems.

Type dictation or perform speed note taking with accuracy.

**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:**  
Six years of increasingly responsible legal secretarial experience, three years of which must be at an executive secretarial level or as a paralegal preparing a variety of complex legal documents.

**Education:**  
A High School diploma or equivalent.

**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.

Creation Date: 01/16 (B/S Res. 16-21)
EXECUTIVE ASSISTANT

DEFINITION
To perform a variety of specialized and technical duties using highly responsible, independent decision making and good judgment in assisting with the planning, organizing, and coordinating of the day-to-day activities and operations of an assigned department and to represent the department at the department head’s direction at county government related activities. To serve as the department’s office manager and as the department head’s confidential secretary; to assist the department with highly responsible and complex administrative, personnel, and budgetary support; to perform a variety of routine-to-moderately complex technical duties of the department, and oversee routine assignments. To ensure effective and efficient daily operations and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS
Executive Assistant is the highest level administrative support classification in the County in the clerical occupational group. The class reports directly to a department head or higher position and is expected to become knowledgeable of and perform some of the moderately complex department-specific technical functions. Some department’s main administrative support positions perform the more routine work of the department and would be more properly classified as a lower level administrative support class such as Senior Administrative Assistant. The department-specific technical work of the Executive Assistant, on the other hand, entails the more complex and highly responsible work at a higher difficulty level.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from a department head or higher.

Some positions may be assigned either direct or indirect supervisory responsibility over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Provides highly responsible administrative, department-specific technical and clerical support to a department head and other professional staff and serves as the primary contact person for the office in the absence or unavailability of the department head.

Reviews contracts, agreements, correspondence, grants, interdepartmental agreements, and other documents/special projects.

Conducts research, provides supporting data for Board and other reports, and locates applicable ordinances, resolutions, regulations, statutes, relevant case citations, and other required information and data.

Collects and maintains statistical data and prepares and submits statistical reports.
County of Mariposa
Executive Assistant
Page 2

Plans, organizes, and supervises daily activities in the department head’s office. Handles the department head’s daily calendar, schedules appearances, appointments, meetings, and acts as the liaison with the department and other departments/agencies.

Understands and complies with all laws, rules, and policies related to the specific department assignment.

Reviews all department purchase orders and contracts for services and supplies for conformance with adopted policies before the department head’s review/approval.

Handles recruitment activities, either on a County-wide basis or for a department’s internal hiring processes including posting of vacancies, coordinating internal and external interview panels, and coordinating the final hiring processes such as, but not limited to, reference checks, medical exams, and fingerprinting.

Serves as a liaison to county departments and state offices that deal with each specific department assignment. Coordinates and monitors assigned multi-departmental operations, assisting department personnel to ensure compliance with policies, procedures, and regulations.

Prepares ordinances and resolutions for the assigned department for review by the department head.

If assigned supervisory responsibility, selects, assigns, trains, evaluates, and disciplines staff. If not assigned specific and/or direct supervisory responsibility, may participate in the selection and training of other staff as needed.

Assists with the departmental budget preparation and may be responsible for administration of departmental budget; prepares billing statements and reimbursement claims for goods and services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable.

Manage the revenue recovery program, if assigned; keeps track of revenues; bills other departments, special districts, courts, etc.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the assigned department.

Performs general and confidential secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, reports, rosters, memos, agenda items, resolutions, ordinances, contracts, etc.
County of Mariposa  
Executive Assistant  
Page 3  

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, and various agencies.  

If assigned, review Coroner reports for accuracy and completion; files and follows up on all Coroner cases; competes and processes death/amendment certificates.  

Process and issue a variety of permits.  

Manage personnel files in a highly confidential manner.  

Assists in confidential investigations and negotiations exercising discretion, tact, and good judgment in dealing with witnesses, other agencies and departments of federal, state, and county government.  

If assigned, serves as the department’s information systems manager/coordinator.  

If assigned, serves as the recruiter or recruitment coordinator.  

Oversees the preparation, maintenance, retention, and proper disposal of department records.  

If assigned, handles public and media inquiries.  

May perform Notary Public duties.  

Performs related duties as assigned.  

**EMPLOYMENT STANDARDS**  

**Knowledge of:**  
Pertinent federal, state and local laws, codes, ordinances, and regulations.  

County and department organization, policies, and procedures.  

Basic recruitment and hiring practices and procedures.  

Basic principles and methods of administration, fiscal, and information technology management.  

Principles and practices of staff supervision, training, and performance evaluations.  

Research and writing methods; must have a working knowledge of or demonstrated ability to learn the requirements of public meeting law.  

Letter writing, basic report procedures, and office practices and procedures.  

Methods of filing and indexing documents; principles and procedures of record keeping.
Modern office practices and technology, including filing systems, receptionist/telephone techniques, business letter and report writing, and the use of computers for word and data base and case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Public/client relations techniques.

**Ability to:**
Understand, interpret, and apply pertinent rules and regulations, policies and procedures within guidelines established by the department head.

Handle recruitment and selection processes.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of time sensitive projects and multiple tasks in an efficient and effective manner.

Provide training and supervision as assigned.

Establish and maintain cooperative working relationship with those contacted in course of work.

If assigned, notarize documents for County departments.

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

Assist in the preparation and administration of assigned budget and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively, and promptly to the needs of the public and other County departments.

Deal tactfully and effectively with the public and with others contacted in the course of work, including irate individuals.

Maintain the security and confidentiality of records, information, and files.
If assigned, processes state and local criminal history requests.

Research, write, and assist in administering grants.

Work with sensitive, confidential, and privileged topics.

Use computers and other electronic devices effectively.

Expertly use the most common office software, records management, and database software; learn and implement new departmental and county/state-wide systems.

Type dictation or perform speed note taking with accuracy.

**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:**
Six years of increasingly responsible secretarial/administrative experience, three years of which must be at an executive secretarial level preparing a variety of complex documents with exposure to budgeting and personnel administration.

**Education:**
A High School diploma or equivalent.

**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.

Creation Date: 01/16 (B/S Res. 16-21)
PROGRAM ASSISTANT

DEFINITION
Under supervision, the Program Assistant performs responsible project and program work at the clerical/administrative support level which includes interpreting and applying department and division policy and procedures and performing related work as assigned. May provide lead direction to other staff and/or direction to volunteers.

DISTINGUISHING CHARACTERISTICS
This is a clerical/administrative support classification that provides support to specific programs and projects as assigned. This classification differs from the Office Assistant class series in that the later has a larger focus on administrative support duties whereas the Program Assistant’s main emphasis is on specific program support duties. The difference is on the preponderance of responsibility areas. If a position provides mostly general office and administrative support duties, then the Office Assistant class series is the proper class allocation, even if the position handles some program support duties. On the other hand, if the preponderance of the duties are related to support of specific programs with some general office/administrative support duties, then the proper classification is Program Assistant.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Assists staff and management in coordinating programs, including identifying program needs, setting priorities, suggesting methods, and evaluating existing programs.

Assists in planning and implementing programs and plan of work.

Assists in marketing programs including creating marketing flyers, posts to web site, social media sites, and writing media releases.

Provides a variety of older adult services such as meal, transportation, and other social services programs for other targeted groups.

Performs the more specialized and moderately complex clerical duties in support of the operations and activities of assigned office.
Provides assistance with fiscal operations of the division/department, including but not limited to collecting and recording various fees, fines or other monies, preparing deposits, assisting with budget preparation and monitoring, and preparing financial reports as required.

Supports staff with program support including entering data for reporting purposes.

Assists with handling volunteers, including volunteer screening, training, and records maintenance.
County of Mariposa
Program Assistant
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Assists with coordinating various programs and events.

Answers telephone and greets office visitors, providing information, distributing reference education bulletins, directing/transferring calls to appropriate department or individual, and taking messages in the absence of staff.

Receives and processes customer requests for service and logs/tracks activities.

Communicates with other County personnel and other resources as requested.

Performs related duties as assigned.

**EMLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state, and local laws, codes, ordinances, and regulations.

Basic principles, methods, and practices of administration and accounting/fiscal processing.

Modern office practices and technology including recordkeeping and filing systems, receptionist/telephone techniques, customer service standards and protocols, business correspondence writing, and the use of computer and common software packages.

Methods of preparing and processing various records, reports, forms, and other documents related to assigned department/program.

Basic accounting and bookkeeping principles and practices.

Basic principles and procedures of project/program management.

Basic research and report preparation techniques and methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Communicate effectively and tactfully, both orally and in writing.

Provide varied, complex and often confidential office administrative support to assigned managerial staff.

Assist in the coordination of specific programs and/or projects as assigned.

Interpret and make routine decisions in accordance with appropriate regulations and policies.
Exercise initiative and independent judgement within established guidelines.

Understand and carry out a variety of complex directions in an independent manner.

Perform accounting functions accurately and within established County and industry standards.

Research and compile a variety of general and specialized data and prepare effective and complete reports.

Maintain a variety of files and recordkeeping systems.

Organize work, set priorities, and meet critical deadlines.

Coordinate and oversee the work of volunteers.

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

**TYPICAL WORKING CONDITIONS**
Depending upon assignment, work may be performed in a normal office environment. Some assignments may require field work where the incumbent drives on surface streets and highways and may be exposed to traffic and construction hazards, fire hazards, adverse weather conditions, temperature and noise extremes, wetness, fumes, dust, and vibration.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. 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 and/or field work; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audiovisual 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:**
Three years of increasingly responsible clerical/administrative support experience, or two years as an Office Assistant II in Mariposa County. Social or human services program experience is highly desirable.

**Education:**
High school diploma or GED equivalent, preferably including classes in office or program management, bookkeeping/accounting, and related subjects.
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.

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