DEPARTMENT: Administration  BY: Mike Coffield  PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes____ No_X_)

Adopt this resolution approving reclassification effective October 1, 1993, of Veteran/Senior Services Assistant and deleting that class specification, Salary Range 146-162, to new classification of Community Services Deputy Director, Salary Range 177-193, assigned to MCMCO.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

During budget hearings per Minute Order dated September 16, 1993, the Board concurred the reclassification of the Veterans/Senior Services Assistant, and it was adopted by the Board during its meeting on September 28, 1993 with passage of the final budget for FY1993-94.

The title in the proposed class specification reflects departmental consolidation of the activities for Veterans, Senior Services, Transit and Public Guardian/Conservator services in the County.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these recommended class specifications and salary ranges.

Revise these class specifications and salary ranges as deemed necessary.

COSTS:
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE:
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:

CLERK'S USE ONLY:
Res. No.: 93-548  Ord. No._____
Vote - Ayes: 12  Noes: 0
Absent: 0  Abstained: 0
( ) Approved  ( ) Denied  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original 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:
\(N\) Recommended
\(N\) Not Recommended
\(F\) For Policy Determination
\(S\) Submitted with Comment
\(R\) Returned for Further Action

Comment:

A.O. Initials: ___

Action Form Revised 5/92
DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist the Director in administering County programs to assist veterans, their dependents and survivors in obtaining Federal and State rights and benefits; operate a senior supportive services program; operate a senior nutrition congregate meals program; operate a senior nutrition home-delivered meals program; operate a County transit system; oversee the operations of all County public cemeteries; and to carry out the public guardian/conservator function. To provide responsible office and administrative support functions related to department programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct and oversee the work of others in a lead capacity. This job class is responsible for the day-to-day activities of department programs and operations involving veterans, senior citizens, the disabled and the general public.

SUPERVISOR: Community Services Director

TYPICAL DUTIES

- Directs daily departmental operations to administer programs and assist and provide services to veterans, seniors, the disabled and the general public in accordance with established procedures and priorities
- Tracks and balances budgetary records; receipts and deposits program funds; and compiles and submits program bills
- Counsels veterans, their dependents and survivors on available financial, vocational, educational, legal, medical and community resource benefits
- Researches, develops and submits claims to the United States and California Departments of Veterans Affairs to obtain veterans rights and benefits
- Assists senior and disabled citizens in obtaining benefits under Federal and State statutes and programs
- Oversees the daily operations of the County Transit System
MARIPOSA: Community Services Deputy Director

TYPICAL DUTIES (Cont'd):

- Acts as Deputy Public Guardian/Conservator

- Assists the director in the daily operations of all County public cemeteries

- Prepares reports and necessary correspondence; maintains project records

- May speak before various groups regarding the problems and needs of the veteran, senior citizen and the disabled

- Performs myriad responsible office support functions in the execution of office programs and operations

- Directs and coordinates the work of project staff as required by the nature of assigned projects and duties

- Assists with the evaluation of programs and services and recommends necessary corrective action

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

EMPLOYMENT STANDARDS

Possession of:

- a valid California Driver's license

- the ability and willingness to obtain a valid CPR and First Aid certificates

Knowledge of:

- Federal, State and local laws and regulations relative to veteran's rights and benefits, specifically, Title 38, U.S. Code of Federal Regulations, U.S. Department of Veterans Affairs Regulations, Manuals, Pamphlets and Bulletins, U.S. Military Service Departments Regulations regarding discharge correction and upgrade and the California Veterans code

Federal, State ad local laws and regulations affecting the rights and benefits of senior citizens, specifically, Title IIIB, C-1 and C-2, Older Americans Act, as amended
MARIPOSA: Community Services Deputy Director

Knowledge of (Cont'd):

- State and local laws and regulations affecting transit operations, specifically, California Highway Patrol requirements

- State and local laws and regulations affecting the public Guardian/Conservator function, specifically, the California Probate code and appropriate portions of the California Welfare and Institutions Code

- State and local laws and regulations affecting the operation of public cemeteries, specifically, appropriate portions of the California Health and Safety Code and County ordinance

- Counseling, business administration, accounting and proper management methods and techniques

- The principles and practices of supervision and training

- County road system

Ability to:

- Interpret laws and regulations governing the rights and benefits of veterans, seniors, the disabled and the general public

- Analyze and evaluate situations and adopt an effective course of action

- Prepare and present a variety of accurate reports

- Assist clients in the preparation of appropriate claims, forms and correspondence

- Effectively communicate in both written and oral form

- Direct, train and supervise staff

- Exercise initiative to carry out department programs

- Maintain confidentiality of records

- Prepare and give talks to interested parties

- Establish and maintain effective working relationships with those contacted in the performance of required duties
A typical way to gain the knowledge, skill and ability outlined above is:

- A four-year college degree in social science with courses in business administration and two years experience in a responsible position involving wide public contact in a supervisory capacity, or six years of supervisory experience with wide public contact which includes a minimum of two years providing services to veterans, seniors and the general public as well as some experience in the functions of the Public Guardian/Conservator.