Mariposa County Department Overview

2018
The County Administrative Officer (CAO) serves the legislative function of the Board by providing research, information, and recommendations.

The CAO serves all of the executive functions of the Board by administering and guiding County departments in matters that are the responsibility of the Board.

The responsibilities of the County Administrative Officer include:

- Acting as an agent and representative of the Board
- Enforcing Board policy
- Exercising continuous budgetary control
- Recommending the annual budget
- Recommending effective administrative reorganizations
- Recommending efficient operating procedures
AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES

The County Agricultural Commissioner is responsible for the local administration of certain state and local laws and regulations which protect public health and safety, agriculture, the environment, and consumers. He/she also serves as the County Sealer of Weights and Measures.

This department has oversight for a wide variety of environmental programs and controls critical to the health and well-being of the County’s natural resources and agricultural sector. These include agriculture worker health and safety; regulation of pesticides; agricultural hazardous materials programs; pest prevention, exclusion, and eradication services; and consumer protection. The Commissioner safeguards the County from the introduction of harmful pests and diseases detrimental to agriculture; and promotes and protects agriculture. He/she also provides assurance for business and consumer confidence in the market.

The mission of the Agricultural Commissioner / Sealer of Weights and Measures is to protect agriculture, the business community, the public, and the environment. This is accomplished through providing a level playing field for all consumers by ensuring that standards are applied in an equitable and reasonable manner, emphasizing education and cooperation, while focusing on the consumer.
The University of California’s Cooperative Extension office serves as a bridge between local issues and UC research to bring practical, unbiased, science-based answers to solve problems in Mariposa.

As part of the agricultural community, this department helps farmers develop more efficient growing methods, solve pest management problems and develop crops and irrigation methods that use less water. They also help develop smart water-use strategies, develop wildfire education and help preserve natural areas and farmland.

The Cooperative Extension Office also shapes the citizens of tomorrow through the 4-H Youth Development Program and the Master Gardener Program.
The Mariposa County Assessor and Recorder’s Office provides recording information and fair and equitable taxation of all property in the County.

The Assessor is annually responsible for discovering and assessing all taxable real and personal property located in the county and for determining eligibility for various property tax exemptions and exclusions.

The Recorder maintains land and finance documents, including deeds, leases, mining claims, subdivision maps, homestead declarations and records of survey, notices of default, reconveyances, and liens.

The Recorder is also the registrar of vital records (marriage, birth, and death certificates) for events that occur within the County of Mariposa.
The Auditor’s Office oversees accounts payable, auditing and budgeting, benefit administration, financial statements, and payroll processing. This office also extends property tax rolls, issues refunds, makes property tax corrections, and makes special assessments.
The Building Department is responsible for enforcement of California State and Mariposa County laws concerning safety of structures. Building permits ensure conformance with building, electrical, mechanical, plumbing, state energy requirements, and state accessibility laws.

Building permits are issued based on the current edition of the California Building Codes and local amendments; encompassing building, electrical, mechanical, plumbing, state energy requirements, and state accessibility laws. These codes are enforced to protect you and your property investment. The permitting process ensures that your project proceeds according to safe building practices and can offer assurances that contractors are properly licensed to perform the work.

Permits issued include residential and commercial building construction, including new construction, remodels, conversions, change of occupancy, as well as manufactured home installation and grading.

The Building Department is also responsible for Fire Code Official Construction Inspections throughout all of Mariposa County.
The Mariposa County Department of Child Support Services offers assistance to any parent (custodial or non-custodial) or guardian.

Services are offered only to those with children who need help in establishing support obligations or in collection and distribution of child or medical support.
The Clerk of the Board’s Office provides support to the Board of Supervisors and promotes public participation in local government. Responsibilities of the Clerk of the Board include:

- Ensuring the transparency, integrity, and accessibility of the public record, and maintains same
- Facilitates the meetings of the Board of Supervisors
- Processes Contracts/Agreements and other documents
- Responds to public records requests
- Administers the Assessment Appeals process
- Maintains Committees, Commissions and Boards information
- Provides administrative and/or technical support and assistance to the Board
County Counsel represents the County in all civil law matters (or supervises outside counsel). His/her responsibilities include rendering legal advice and providing legal representation on civil matters to County Officers, Departments, Governing Boards, Commissions, and Special Districts.

He/she also reviews and/or prepares ordinances, resolutions and contracts, investigates the legality of claims made upon the County, and represents the Public Guardian / Conservator and makes court appearances in those cases as needed.

County Counsel does not provide legal services to the general public.
The County contracts with CAL FIRE to provide command and control of the County Fire Department. County Fire consists of fourteen volunteer companies that respond to emergency incidents, participate in various community services, and supply financial support not provided by the County.

Volunteers also provide fire protection planning through the Fire Marshal, host training exercises, and participate in the California Fire Incident Reporting System.
The Office of the District Attorney was established by the Constitution of the State of California, Government Code Section 26500, to provide prosecution and enforcement services in adult and juvenile criminal matters, and the mission of the Mariposa County District Attorney’s Office is to keep the County a safe place for citizens to live and work.

The District Attorney seeks to ensure the fair, impartial, and expeditious pursuit of justice, protect the rights of victims, and reduce crime by efficient enforcement of criminal laws. The District Attorney is also responsible for filing criminal charges, appearing in court in all felony and misdemeanor cases, and representing the people in all trials and sentencing proceedings in the courts of Mariposa County.

The office works with every component of the criminal justice system and the community to protect the innocent, to convict and appropriately punish the guilty, and to protect the rights of victims and witnesses.
HHS provides a wide range of services in support of health and wellness.

Social Services Division:

- Adult Protective Services (APS) provides services to prevent and remedy the abuse and/or neglect of elderly and disabled adults unable to protect their own interests.

- Child Welfare Services (CWS) is charged with protecting the safety and well being of children in Mariposa County.

- The Resource Family Approval staff recruit individuals and families interested in becoming foster family homes, and provides support and recognition services to licensed foster parents.

- In-Home Supportive Services (IHSS) provides services to Medi-Cal eligible individuals who are over 65, blind, or disabled in order to keep these individuals safely in their own homes as long as possible and preventing placement in skilled nursing or board and care facilities.

- Public Guardian/Public Conservatorship (PG/PC) Program assist those unable to care for themselves.

HHS also oversees Community Services, which provides services to older and disabled adults. Services include activities and programs, home-delivered meals and senior nutrition, medical appointment and public transportation, senior outreach, and Veterans’ Services.
Eligibility Services operates programs including CalWORKs, CalFresh (formerly Food Stamps), Medi-Cal and other healthcare coverage including Affordable Care Act (ACA) programs, Adoption Assistance and General Assistance.

Employment Services provides employment assistance to CalWORKs individuals (Welfare-to-Work) and General Assistance recipients, Energy Assistance, liaisons with Community Resources and coordinates various homeless programs.

The Triage Response Assessment Crisis (TRAC) provides 24/7 behavioral health support and crisis response. Behavioral Health also offers individual and group counseling, as well as case management and medication services for adults and children. This office also supports full service partnerships, wraparound services and Native American services.

Psychiatric services, substance abuse disorder groups, and whole person care are also provided.
THE HEALTH DIVISION PROTECTS AND PROMOTES THE HEALTH, SAFETY, AND ENVIRONMENT OF THE COMMUNITY BY PREVENTING AND CONTROLLING DISEASES, ENVIRONMENTAL HAZARDS, INJURY AND DISABILITY, AND BY EDUCATING AND PROMOTING HEALTHIER LIFESTYLES.

Specific Programs Include:

Public Health Programs:
- California Children's Services (CCS)
- Child Health & Disability Prevention (CHDP)
- Dental Health (for children under 6)
- Immunization Program
- Maternal Child and Adolescent Health
- Privacy Practice Information
- Public Health Emergency Preparedness
- Support Aide for Everyone (S.A.F.E.)
- Tobacco Education

Environmental Health Programs help to protect the health, safety, and well-being of the public, and preserve the quality of the environment. Specialists inspect, oversee, and monitor regulated programs and facilities to ensure mandated compliance in the following:

- Air Pollution
- Fee Schedule
- Food Facilities
- Haz-Mat
- Pool Safety
- Request for Investigation
- Septic Systems
- Solid Waste
- Water Wells
The Human Resources Department conducts recruitment and selection processes to fill vacant positions, assists with employee benefits program(s), maintains the employee classification system, maintains employee records, and makes recommendations to the Board of Supervisors regarding employee compensation.

The HR Department also manages labor relations, counsels supervisors on personnel matters, conducts human resources strategic planning, and coordinates training for all county employees.

The HR Department is also responsible for the risk management function of the County that includes all general insurance programs as well as the County’s Liability and Workers’ Compensation programs.
LIBRARY

The Library provides for the general public’s informational needs. Free services include preschool story times to encourage early literacy programs and services to encourage appreciation of literature in adults.

The main branch of the Library is in Mariposa. Additional branches are in El Portal, Coulterville/Greeley Hill (Red Cloud Library), Wawona and Yosemite.
The Planning Department provides citizens and clients with professional service in support of a well-planned rural environment. Responsibilities include:

- Administering County Codes and Zoning Ordinances
- Developing and Administering the General Plan
- Historic District Design Review
- Administering Planning Area Land Use Classifications
- Staffing the Planning Commission
PROBATION

The Probation Department serves as Officers of the Court, and promotes public safety by enforcing court orders that hold juvenile and adult offenders accountable.

Program goals include repairing harm to the victim and community; reducing risk by closely monitoring offenders and offering them the opportunity to rehabilitate; and building community through participation in community activities, organizations, and events.
PUBLIC WORKS

THE PUBLIC WORKS DEPARTMENT PROVIDES FOR AND SUPPORTS A WIDE VARIETY OF INFRASTRUCTURE AND SERVICE NEEDS OF COUNTY GOVERNMENT AND THE COMMUNITY.

Public Works Programs are made up of nine divisions which include:

- Facility Maintenance
- Fleet Management (purchase and maintenance)
- Parks & Recreation
- Airport
- Engineering
- Plant Operations
- Surveyor & Engineering
- Roads – Operations
- Solid Waste & Recycling

including actively managing vegetation control utilizing chemical means.

The Transportation Planning Division of Public Works is responsible for planning and securing funding for all Mariposa County Public Works transportation related projects.

The County of Mariposa Public Works Department also maintains approximately 600 miles of public roads and Zone of Benefit Roads, tree mortality hazards along County maintained roadways and properties, and manages requests from local property owners to establish a “no-spray” zone on road frontage bordering their property.
The Sheriff’s Office answers roughly 29,000 calls per year, oversees the operation of the Adult Detention Facility, and provides Emergency Management Operations for Mariposa County. The Office also patrols waterways, enforces animal laws and ordinances, investigates deaths, provides Bailiff duties, and processes service requests for subpoenas, evictions, wage garnishments, child custody and divorce documents.

In addition, the Sheriff’s Office provides administrative services including finger printing, providing copies of reports, issuing Concealed Carry Permits, processing Public Assemblage Permits, Search & Rescue services, and the Sheriff’s Community Organized Policing Effort (SCOPE).
The Mariposa County Technical Services Department provides information technology support for all County Departments. Specific areas of responsibility include:

- Equipment Procurement
- Network Administration
- Information Technology Policy Development
- Enterprise and Department Application Support
- Computer Hardware Support
- Technical Project Management
- Telecom Services Support
- User Assistance
The County Clerk is the place to obtain a marriage license, as well as to submit U.S. passport applications. In addition, Fictitious Business Name Statements, Notary Public Filings, and Statements of Economic Interests are all processed and maintained here.

The Tax Collector assists Taxpayers, Mortgage and Title companies, and members of the public with current and past information regarding local property taxation.

Treasurer
All County departments deposit checks through this office. TOT taxes are also collected by this office. TOT is Transient Occupancy Tax – a tax imposed on people who stay less than 30 days at a Bed & Breakfast or Hotel/Motel.

The Election Department is also a division of the County Clerk’s Department, and is overseen by the Registrar of Voters. The staff of the Elections Department is responsible for all aspects of voting and elections, including:

- Registering new voters, updating voter information, and maintaining the voter registration file
- Arranging for all polling locations and recruiting and training polling place workers
- Administering federal, state, and local elections held in Mariposa County
- Informing candidates of nomination processes and campaign reporting laws and processing filed candidate and campaign statements
Questions?
Contact Human Resources

AskHR@mariposacounty.org