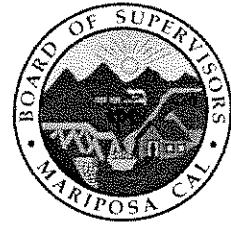




# MARIPOSA COUNTY

Administration/Personnel • 209-966-3222



## RESOLUTION - ACTION REQUESTED 2012-440

MEETING: August 21, 2012

**MINUTE ORDER ATTACHED**

TO: The Board of Supervisors

FROM: Rick Benson, County Administrative Officer

RE: Clerk of the Board Recruitment

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**RECOMMENDATION AND JUSTIFICATION:** Authorize Filling and Recruitment of the Clerk of the Board position; Correct the title of the position to Clerk of the Board; Adjust the salary for the position to have merit steps and set the salary at \$46,160.23 - \$56,108.05 annually and designate the position as Confidential and Overtime exempt effective upon the new appointment.

Please see attached report for additional information.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Unless a recruitment is conducted the position will be vacant.

### **FISCAL IMPACT:**

None

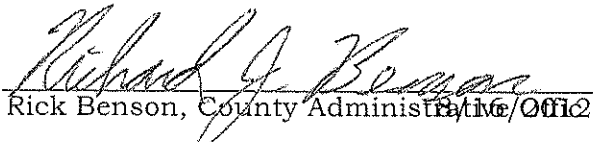
### **ATTACHMENTS:**

COB report (DOCX)

Clerk to the Board (DOC)

### **CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrative Officer

## Resolution - Action Requested 2012-440

**RESULT:** ADOPTED AS AMENDED [UNANIMOUS]

**MOVER:** Jim Allen, District V Supervisor

**SECONDER:** Kevin Cann, District IV Supervisor

**AYES:** Stetson, Turpin, Bibby, Cann, Allen



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JANET BIBBY, CHAIR  
LYLE TURPIN, VICE-CHAIR  
LEE STETSON  
KEVIN CANN  
JIM ALLEN

DISTRICT III  
DISTRICT II  
DISTRICT I  
DISTRICT IV  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *mw*

SUBJECT: **Authorize Filling and Recruitment of the Clerk of the Board Position; Correct the Title of the Position to Clerk of the Board; Adjust the Salary for the Position to Have Merit Steps and Set the Salary at \$46,160.23 - \$56,108.05 Annually and Designate the Position as Confidential and Overtime Exempt Effective Upon the New Appointment.**

RES. 12-440

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on August 21, 2012

#### ACTION AND VOTE:

**5. Administration/Personnel RES-2012-440**

**Authorize Filling and Recruitment of the Clerk of the Board Position; Correct the Title of the Position to Clerk of the Board; Adjust the Salary for the Position to Have Merit Steps and Set the Salary at \$46,160.23 - \$56,108.05 Annually and Designate the Position as Confidential and Overtime Exempt Effective Upon the New Appointment.**

Rick Benson reviewed his recommendations, and discussion was held. Action was taken to approve the recommendations, with the exception of designating the position as overtime exempt, effective upon the new appointment.

**RESULT: ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Jim Allen, District V Supervisor

**SECONDER:** Kevin Cann, District IV Supervisor

**AYES:** Stetson, Turpin, Bibby, Cann, Allen

Cc: Bill Davis, Auditor  
Sandi Laird, Personnel  
Clerk of the Board  
File

# MARIPOSA COUNTY

Richard J. Benson  
County Administrative Officer



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P.O. Box 784  
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1-800-736-1252  
FAX 209-966-5147  
rbenson@mariposacounty.org

September 21, 2012

TO: Board of Supervisors  
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Clerk of the Board Recruitment

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In light of the announced retirement of the Clerk of the Board it will be necessary to begin the search to fill the post. The position has been reviewed and a few adjustments are recommended prior to opening a recruitment.

Establishment of the Clerk of the Board position is optional and is governed by Government Code Section 25100.5. If the County does not establish the position, the County Clerk is the ex officio Clerk of the Board. Mariposa County Code Section 2.0 8.030 establishes the position for Mariposa County.

Over the years the position has evolved. Under the current structure the Clerk of the Board reports to the County Administrative Officer. Although this has not always been the case, it is recommended that this reporting structure be retained. There is significant interaction and need for coordination between the Clerk of the Board and the Administrative Office.

Because of the unique nature of the Clerk of the Board, the position has been treated as a quasi-department head. In some respects the position has been treated as a department head, while in other ways the position does not receive department head treatment. At times this arrangement has been problematic. Therefore, it is recommended that this ambiguity be addressed.

Currently, the position is eligible for overtime. It is proposed that the position be designated as overtime exempt. This will entitle the future clerk to additional administrative leave. The position is designated as Confidential. This is appropriate and it is recommended that no change is made in this designation.

Currently, the position has a set salary without any salary "steps." It is recommended that the salary range be established with the current salary to be set at step four in the range.

Finally, there is a minor discrepancy in the job description. The current description (attached) has the title of Clerk **to** the Board, while the County Code and Government Code refer to the Clerk **of** the Board. Other than correcting this minor discrepancy, no change in the job description is being recommended.

Therefore, it is recommended that your Board take the following actions:

1. Authorize filling the Clerk of the Board position and direct Personnel to open a recruitment.
2. Approve changing the title in the job description to Clerk of the Board.
3. Upon the appointment of a new Clerk of the Board, establish a salary range for the Clerk of the Board and set at \$46,160.23-\$56,108.05 annually.
4. Upon the appointment of a new Clerk of the Board, designate the position to be Confidential and overtime exempt.

## **CLERK TO THE BOARD**

### **DEFINITION**

To perform the statutory duties of the Clerk to the Board of Supervisors; to attend and record Board meetings; to supervise the preparation and distribution of agendas; to assist with and supervise the distribution of information and direction from each Board meeting; to supervise the maintenance of Board files and records; to supervise clerical staff; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and is supervised by the County Administrative Officer. Appointed by the Board of Supervisors.

Exercises general supervision over clerical staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Provides administrative and clerical support to the Board of Supervisors and County Administrative Officer.

Selects, trains, supervises and evaluates the performance of clerical staff as assigned; provides advice and assistance as needed; implements disciplinary action as necessary.

Attends and records regular Board meetings, meetings when the Board convenes as other than the Board of Supervisors, committee meetings and Assessment Appeals Board meetings.

Supervises the calendaring of items for the Board's weekly agenda; reviews agenda and supporting materials with administrative personnel, Board Chair and County Counsel for conformance with policies and required format.

Prepares agenda items for Board members; works with departments on the preparation of agenda items.

Supervises the preparation and distribution of agendas and packages for Board members, staff and the news media.

Assists with and supervises the distribution of information and direction from each Board meeting, including ordinances and resolutions, minutes, orders, memos, directives, certificates and correspondence.

Supervises the preparation and maintenance of Board files and records, including general files, indices, tape recordings of proceedings, ordinances, resolutions, agreements and contracts.

Coordinates activities with those of other divisions, departments and agencies as appropriate.

Oversees the maintenance of committee and commissions membership lists; administers oaths of office, and prepares annual posting as required by law.

Coordinates the processing of annual reimbursements for Board and committee meetings.

Files and processes notices of appeals of decisions made by county officials.

Prepares public hearing notices for various hearings.

Maintains the Board's internet web page.

Processes Applications for Assessment Appeals as they are received; schedules hearings; prepares agenda and agenda packages and minutes.

Researches old records as requested by Board members, other departments and the public.

Assists various departments and groups in using the Board chambers; arranges for meeting space for the Board when it convenes in a different location.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, answering the telephone, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

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

County organization, policies and procedures.

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

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 processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing, and processing various Board matters.

Safe work practices.

**Ability to:**

Understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

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

Train, supervise and evaluate the performance of others.

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

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

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

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Maintains the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Record and transcribe dictation.

Perform mathematical computations 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:**

Five years of increasingly responsible, advanced-level secretarial or clerical administrative experience, preferably in local government.

**Education:**

High school diploma or GED equivalent, supplemented by college-level or technical course work in secretarial studies, business and/or English composition.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel 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.**