RECOMMENDED ACTION AND JUSTIFICATION:

Approve the 2006 reclassification requests as recommended to be effective July 1, 2006 and further approve the budget action forms transferring the funds to the appropriate budget to accommodate the increased salaries. During the 2006/2007 budget process, three departments submitted requests for reclassification of certain positions within their department. The attached Board memo contains the recommended action relative to those requests.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2006/2007 budget process, the Board directed staff to review the reclassification requests and come back with a recommendation for each.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

None on this action

Financial Impact? ( ) Yes ( ) No  Current FY Cost: $  Annual Recurring Cost: $  
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded  
Amount in Budget: $  
Additional Funding Needed: $  
Source:  
Internal Transfer  
Unanticipated Revenue  
Transfer Between Funds  
Contingency  
( ) General  ( ) Other

List Attachments, number pages consecutively
Board memo

Budget action form

CLERK’S USE ONLY:

Vote – Ayes: 4  Noes:  
Absent:  
Approved  
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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  No Opinion

Comments:
## BUDGET ACTION FORM

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**TOTAL** $2,568 $2,568

## TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To fund the reclassification of the Network Administrator position.

**DEPT HEAD SIGNATURE**

**APPROVED BY**

<table>
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**TECHNICAL SERVICES**

Budget Revision Form Revised 11/95
### BUDGET ACTION FORM

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**TOTALS** 31,574 31,574

### TRANSFER BETWEEN FUNDS

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**TOTALS**

### ACTION REQUESTED:

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

- (X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

### JUSTIFICATION

Transfers necessary to fund reclassifications

---

**DEPT HEAD SIGNATURE**  

**APPROVED BY RES NO. 07-59 CLERK**  

**DATE 2-13-01**  

**DATE 2-27-09**

**DEPARTMENT** Human Services

**AUDITOR'S USE ONLY**

BA #
NETWORK ADMINISTRATOR I/II

DEFINITION
To administer Local Area and Wide Area Networks by providing support and consultation to assigned County departments; to oversee maintenance and technical support for all stand-alone and network-attached computer devices and peripheral equipment; to assist users in the use of personal computers, their operating systems, utilities and core applications; and to perform related duties and responsibilities as required.

Network Administrator I – Employees in this classification receive close supervision within a framework of standard policies and procedures. Employees in this class function at the entry level.

Network Administrator II – This is the full journey level in the Network Administrator class and it is distinguished from the Network Administrator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees in this position receive occasional instruction or assistance as new or unusual situations arise, and perform a number of duties of increasing complexity.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Technical Services Director.

Network Administrator I – Exercises no supervision.
Network Administrator II – May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Researches, recommends, configures, installs, upgrades and maintains network operating system software and hardware.

Integrates, installs, configures and upgrades core applications software.

Integrates, installs, configures and upgrades administrative utilities, network monitoring software and diagnostics tools.

Backs up, restores and archives data.

Monitors network resources and performs network analysis to determine components that need to be fine-tuned or upgraded for optimum performance.

Assists in managing the County’s e-mail system.

Contacts and consults with hardware and software vendors for upgrades and problem resolutions.

Documents LAN configuration and changes control procedures.
Performs software and hardware evaluations, and makes recommendations for modification as necessary.

Establishes and maintains network users, user environment, directories and security.

Installs, configures and maintains microcomputers, including lap tops, and peripheral hardware.

Installs, troubleshoots and maintains PC-based software; assists users with software use and problem resolution.

Facilitates repairs of damage to personal computers, network resources and/or attached peripheral hardware.

Responds to the needs and questions of computer users concerning their access to resources on the network, stand-alone microcomputers or mainframe-attached devices; may assist in problems associated with core software programs.

Organizes and teaches classes on computer basics, operating systems and core applications.

Remains on-call as scheduled for after-hours problem response.

Coordinates activities with the Information Systems Specialist, other divisions and departments, vendors, contractors, telecommunications companies, other agencies, etc., as necessary.

Performs general clerical work as necessary, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, maintaining logs and lists, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

All pertinent federal, state and county laws, codes, rules, regulations and standards.

County and division policies and procedures.

Specialized public sector / government information systems applications.

Methods of supporting a network computer system.

Current microcomputer design, hardware design, operating systems, configuration of BIOS.

Troubleshooting techniques for microcomputers.

Current operating systems and software used for business applications.
Network hardware such as hubs, switches, routers, RASs, NICs, MUXs, DSU/CSUs, modems and cabling.

Local Area Network technologies and network communications protocols.

Interface techniques between microcomputers and mainframe / mid-range host systems.

Principles of mathematics and logic.

Records storage and handling techniques.

Data security requirements and practices.

Methods of user training.

Modern office practices and technology.

English usage, spelling, grammar and punctuation.

Business letter and report writing techniques.

**Network Administrator II (in addition)**

Advanced troubleshooting techniques.

Programming languages applicable to operating systems used in the County.

Programming servers and routers.

**Ability to:**

Interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to areas of responsibility.

Set work priorities, and organize and schedule work to meet deadlines.

Exercise sound independent judgment within general policy guidelines.

Learn and effectively operate computer systems and department-specific software.

Install and maintain servers.

Install and configure new network operating systems and utilities.

Install and configure microcomputers as stand-alone machines or network clients.
Troubleshoot and resolve a variety of microcomputer hardware and application software problems.

Develop effective and reliable back-up and restoration procedures for network data.

Identify and solve a variety of networking problems, including but not limited to cabling, NIC, router, hub and switch, and configuration problems.

Develop and conduct technical training.

Provide professional, efficient user support and assistance.

Analyze technical problems, evaluate alternatives and make sound recommendations in support of goals.

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

Maintain accurate records and prepare clear and concise documentation and reports.

Work with sensitive, confidential information as required.

Communicate clearly and concisely, both orally and in writing.
Perform work safely following all rules and regulations.

Meet the physical requirements necessary to successfully perform assigned duties.

**Network Administrator II (in addition)**
Plan network hardware installations, providing accurate and comprehensive documentation.

Analyze and present technical solutions and generate network diagrams and related documentation.

Assume responsibility for technical projects.

May plan and coordinate the work of assigned staff.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Worker is subject to irregular working hours on an on-call basis.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or
move objects and materials of up to 50 pounds in weight. 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
Network Administrator I
Experience:
Four years of experience in the maintenance and repair of microcomputers, and two years of experience maintaining computer networks.

Education:
Graduation from an accredited college or university with an Associate’s degree in information systems, computer science, business or a closely related field.

Network Administrator II (in addition)
Experience:
Two years of increasingly responsible experience in the management, development, and maintenance of a local or wide area network equivalent to that of a Network Administrator I in Mariposa County.

Possession of one or more of the following certifications is desirable: Computing Technology Industry Association (A+), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), CISCO Certified Network Associate (CCNA) certification; or equivalent experience as determined by the Technical Services Director.

Substitution:
Additional experience in computer programming and operation may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license 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.
ALCOHOL & DRUG SPECIALIST I / II

DEFINITION
To assist in the development of and implementation of alcohol and drug counseling and prevention services for schools, community groups, parents, local government, the recovery community and private and public agencies and organizations; to serve as a community consultant, and to perform related duties and responsibilities as required.

Alcohol & Drug Prevention Specialist I is the entry-level classification in this series. Initial assignments are limited in scope to well established procedures, predetermined methodology and well defined issues with predictable results. Incumbents are provided with progressively responsible assignments allowing them to gain the experience necessary to qualify for the journey level.

Alcohol & Drug Prevention Specialist II is the journey or experienced level classification in this series. Incumbents are expected to work under limited supervision in providing daily counseling and related educational/prevention services in a wide variety of alcohol and drug related topics to individuals and the community.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from the Alcohol and Drug Program Supervisor and/or lead direction from Senior Alcohol and Drug Specialists.

EXAMPLES OF ESSENTIAL FUNCTIONS
Maintains and manages a caseload of substance abuse clients.

Plans and conducts individual and group sessions; discusses and evaluates individual and family behavioral, social and psychological issues which may effect participation.

Conducts educational group sessions dealing with social, legal and community issues.

Performs case management and counseling services with alcohol and drug clients.

Coordinates and provides outreach alcohol and drug out-patient services at satellite clinics.

Organizes and implements targeted drug prevention programs as assigned.

Participates as a team member with other professional and technical program staff.

May be expected to assume the day-to-day responsibility of the overall supervision and operation of the Alcohol and Drug Recovery Support Services Center.

Maintains program participant records and prepares related reports, correspondence, documentation and data as required by local, state, and federal agencies.

Develops and maintains community resources network and close working relationships with participating schools, businesses and local community organizations that interface with the Alcohol and Drug Program.
Performs general office work as required, including copying and filing documents, attending meetings, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, regulations and standards pertaining to substance abuse.

Principles, procedures, techniques, and trends of counseling, treatment, and casework services.

Basic knowledge of psychological and sociological aspects of alcohol and drug abuse dependency.

Various treatment and recovery approaches, including individual, group and family counseling.

Community resources, including community support groups, mental health, and social services agencies.

Interviewing techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

*Alcohol and Drug Specialist II* (in addition to the above)

Principles and techniques used in developing training materials using a variety of formats and media.

Good knowledge of psychological and sociological aspects of alcohol and drug abuse dependency.

Most current and effective substance abuse prevention and methods of instruction.

**Ability to:**
Evaluate program participant needs.

Establish and maintain effective working relationships with program participants, community agencies and co-workers.

Perform a variety of alcohol and drug counseling and prevention assignments.
Perform counseling on an individual/group basis, and with families.

Organize data, develop information, and prepare clear, concise, comprehensive records and reports.

Maintain the confidentiality of client information.

Determine appropriate action in emergency or stressful situations.

*Alcohol and Drug Specialist II* (in addition to the above)

Develop and implement assessment and treatment plans alone or in a collaborative fashion.

Plan, organize and conduct specialized alcohol and drug services.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**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 weights up to 25 pounds; 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:**

*Alcohol and Drug Specialist I*

One year of experience in a human services or mental health program that included ongoing client contact.

*Alcohol and Drug Specialist II*

Two years of increasingly responsible substance abuse and/or behavioral health counseling, education or prevention experience.

**Education:** Both Alcohol and Drug Specialist I and II:

Possession of an Associates Degree from an accredited college with major coursework in sociology, psychology, counseling or a closely related field.

(or)

Possession of a college certificate as an Alcohol and Drug Counselor.
Additional Requirements:
Possession of a valid California driver’s license under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Possession of a valid California Class B license may be required.

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: 05/04 (B/S Res. 04-233)
Revision Date: 02/06 (B/S Res. 06-73); 02/07 (B/S Res. 07-69)
TO: RICHARD J. BENSON, CAO  
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Approve the 2006 Reclassification Requests as Recommended to be Effective July 1, 2006 for Certain Positions for Human Services and Technical Services Departments; Approve Recommendation to Deny Requests for Public Works Department and to Bring Back two Requests Still being Considered; Approve the Budget Action Transferring Funds within Technical Services Budget to Accommodate the Increased Salaries ($2,568); Approve the Budget Action Transferring Funds within Human Services Budget to Accommodate the Increased Salaries ($31,574); and Approve Amended Job Descriptions for Alcohol & Drug Specialist I/II and Network Administrator I/II

RESOLUTION 07-69

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 27, 2007

ACTION AND VOTE:

Richard J. Benson, County Administrative Officer;
Approve the 2006 Reclassification Requests as Recommended to be Effective July 1, 2006 for Certain Positions for Human Services and Technical Services Departments; Approve Recommendation to Deny Requests for Public Works Department and to Bring Back two Requests Still being Considered; Approve the Budget Action Transferring Funds within Technical Services Budget to Accommodate the Increased Salaries ($2,568); Approve the Budget Action Transferring Funds within Human Services Budget to Accommodate the Increased Salaries ($31,574); and Approve Amended Job Descriptions for Alcohol & Drug Specialist I/II and Network Administrator I/II

BOARD ACTION: Rick Benson presented the staff report. He advised that there were nine requests and he is recommending approval of nine of the requests, denying one (account clerk III in the Public Works Department), and two requests (account clerk III and executive secretary in the Public Works Department) are still being considered. He recommended that the approved requests be effective retroactive to July 1, 2006, and he advised of the recommended budget actions. Discussion was held. There was no public input.

(M)Fritz, (S)Turpin, Res. 07-69 was adopted approving the recommended actions/Ayes: Aborn, Turpin, Bibby, Fritz; Excused: Pickard.

Cc: Rick Peresan, Technical Services Director
    Dana Hertfelder, Public Works Director
    Cheryle Rutherford-Kelly, Human Services Director
    File
    Auditor
    Personnel