RECOMMENDED ACTION AND JUSTIFICATION:

Approve the third and final round of proposed job descriptions prepared by HDC & Associates, the consultant hired to perform a Classification and Internal Compensation Study, to be effective immediately. Subsequent to the preparation of these job descriptions, staff of each department had a couple of opportunities to review and comment on the proposed job descriptions applicable to their department. Job descriptions were prepared based on the position description questionnaires (PDQ) employees completed as well as employee interviews that were conducted by the consultant.

The representatives of MCMCO, SEIU, the DSA, and SMA were also provided a copy of the job descriptions for their review and comment.

MCMCO=Mariposa County Management and Confidential Organization
SEIU=Service Employees International Union Local 535
DSA=Deputy Sheriffs' Association
SMA=Sheriffs' Management Association

BACKGROUND AND HISTORY OF BOARD ACTIONS:

HDC & Associates were awarded the bid to perform a Classification and Internal Compensation Study in May 2002. Employees were then asked to complete a PDQ relative to their position and employees were subsequently interviewed by the consultant.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

❖ Amend the job descriptions as the Board desires and adopt.

<table>
<thead>
<tr>
<th>Financial Impact?</th>
<th>( ) Yes</th>
<th>[X] No</th>
<th>Current FY Cost: $</th>
<th>Annual Recurring Cost: $</th>
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<td>Transfer Between Funds</td>
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<td>( ) General</td>
<td>( ) Other</td>
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</table>

CLERK'S USE ONLY: Res. No. 64-546
Ord. No. ________
Vote - Ayes: ________ 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:

CAO: ____________________

Revised Dec. 2002
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: THIRD AND FINAL ROUND OF PROPOSED JOB DESCRIPTIONS PREPARED BY HDC & ASSOCIATES, TO BE EFFECTIVE IMMEDIATELY

Resolution Nos. 04-545 and 04-546

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 21, 2004

ACTION AND VOTE:

Approve the Third and Final Round of Proposed Job Descriptions Prepared by HDC & Associates, the Consultant Hired to Perform the Classification and Internal Compensation Study, to be Effective Immediately (Continued from 12-7-04) (County Administrative Officer)

BOARD ACTION: Rich Inman, County Administrative Officer, advised that this matter was placed back on the agenda with the understanding that Supervisor Bibby would have an opportunity to resolve the issues that she previously raised with the Administrative Analyst for Administration, and if her questions have not been answered, that this matter could be deferred. Supervisor Bibby advised that she still has the same questions relative to the substitution of experience for education, and she cited examples where she feels this is inconsistent in the job descriptions. She requested that all of the job descriptions be consistent, and Rich Inman advised that staff could review and make those changes where necessary. Supervisor Bibby also requested that the job descriptions for the Clerk of the Board and Deputy Clerk to the Board positions be kept under the direction of the Board of Supervisors versus the proposal to change to the County Administrative Officer; and she requested that a separate action be taken on this job description. Discussion was held relative to this issue and the reporting relationship. Supervisor Pickard advised that he does not want to see anything changed with the way the Clerk of the Board’s position has been established. He also clarified that the Unions have reviewed the recommendations. Supervisor Bibby requested that the job description for the Assistant Auditor position be reviewed and clarified relative to the minimum requirements. Discussion was held relative to the next step for implementation of the classification and compensation study.

(M)Parker, (S)Stetson, Res. 04-545 was adopted approving the job description for the Clerk of the Board position. Further discussion was held. Ayes: Stetson, Balmain, Parker, Pickard; Noes: Bibby.

(M)Bibby, (S)Stetson, Res. 05-546 was adopted approving the remaining job descriptions; with direction for the County Administrative Officer to review the descriptions for any inconsistency and to bring those back for approval of changes; and with direction to review the job description for the Assistant Auditor
position. Supervisor Bibby noted that the job descriptions need to be reviewed for consistency between the lateral positions. Rich Inman advised that, as a practice, they will review the job descriptions whenever a vacancy occurs. Ayes: Unanimous.

cc: Mary Hodson, Deputy County Administrative Officer
    Cathi Boze, Agricultural Commissioner/Scaler
    Bob Lowrimore, Assessor/Recorder
    Ken Hawkins, Auditor
    John Davis, Building Director
    Debbie Walton, Child Support Services Director
    Mary Williams, Community Services Director
    Tom Guarino, County Counsel
    Rick Peresan, Technical Services Director
    Bob Brown, District Attorney
    Pam Geisel, Interim Farm Advisor
    Blaine Shultz, Fire Chief
    Charles Mosher, Health Officer
    Cheryle Rutherford-Kelly, Human Services Director
    Jacque Meriam, Librarian
    Kris Schenk, Planning Director
    Gail Neal, Chief Probation Officer
    Dana Hertfelder, Public Works Director
    Jim Allen, Sheriff
    Cindy Busse, Judicial Services Manager
    Susan Crain, Tourism Coordinator
    Marjorie Wass, Treasurer/Tax Collector/County Clerk
    File
| Administration         | • County Administrative Officer  
                            • Clerk to the Board |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ag Commissioner</td>
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<tr>
<td>Assessor/Recorder</td>
<td>• Property Mapper</td>
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<td>Building</td>
<td>• Building Department Director</td>
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<tr>
<td>Child Support Services</td>
<td>• Child Support Services Director</td>
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</table>
| Community Services     | • Community Services Director 
                            • Kitchen Assistant 
                            • Senior Nutrition Cook/Site Supervisor 
                            • Transit System Bus Driver |
| Data Processing        | • Technical Services Director |
| District Attorney      | • Deputy District Attorney I/II 
                            • Deputy District Attorney III 
                            • District Attorney Investigator 
                            • Victim/Witness Advocate |
| Fire                   | • Fire Chief/Emergency Planning Coordinator 
                            • Deputy Fire Chief |
| Health                 | • County Health Officer 
                            • Public Health Educator 
                            • Public Health Nurse II |
| Human Services         | • Human Services Director 
                            • Contract Administrator 
                            • Deputy Director Behavioral Health |
| Library                | • County Librarian 
                            • Literacy Program Coordinator |
| Planning               | • Planning Director 
                            • Assistant Planner 
                            • Associate Planner 
                            • Deputy Planning Director 
                            • Planning Technician 
                            • Senior Planner |
| Probation              | • Chief Probation Officer 
                            • Assistant Chief Probation Officer 
                            • Deputy Probation Officer I/II 
                            • Deputy Probation Officer III 
                            • Juvenile Supervisor |
| Public Works           | • Director of Public Works 
                            • Associate Engineer 
                            • Junior Engineer 
                            • County Surveyor 
                            • Engineering Technician Trainee 
                            • Facilities Maintenance Manager 
                            • Maintenance Worker I/II-Facilities 
                            • Maintenance Worker III-Facilities (was Senior Maintenance Worker-Facilities) 
                            • Maintenance Shop Worker |
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<td>• Road Superintendent</td>
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<td>• Tree Maintenance Supervisor (<em>was a Senior Maintenance Worker</em>)</td>
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<td>• Assistant Treasurer/Tax Collector/Assistant Co. Clerk</td>
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COUNTY ADMINISTRATIVE OFFICER

DEFINITION
To serve as Chief Administrative Officer of the County; to provide executive assistance to the Board of Supervisors; to coordinate central County functions; to consult with department heads regarding issues arising from and affecting County operations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives policy direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Prepares and carries out administrative policies and procedures necessary to implement the directives, policies and goals established by the Board of Supervisors.

Guides the organizational development of the County in response to County growth and changing requirements and expectations of citizens.

Researches and recommends the implementation of long-range plans and methods for increasing County efficiency and economy.

Conducts investigations, studies or surveys as requested by the Board of Supervisors to facilitate the efficient and effective use of human resources, materials, facilities and services.

Administers laws, rules and regulations governing County operations; interprets, analyzes and explains policies, procedures and programs to County staff and the public; confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of County concern.

Develops budget instructions and procedures; recommends an annual operating budget based on revenue projections, proposed goals, work programs and projects; monitors and approves expenditures.

Coordinates planning for the design, construction and improvement of physical facilities; prepares annual capital improvement budgets.

Directs County departments, offices and institutions through subordinate managers, department heads and appointed officials.

Provides for adequate employee training and development opportunities.
Selects, supervises, motivates and evaluates the performance of subordinate staff; implements disciplinary action and termination as appropriate; provides direction and leadership of department heads.

Negotiates with representatives of employee organizations, and represents the Board of Supervisors in labor relations; keeps Board apprised of negotiations and fulfills Board’s direction.

Directs and supervises the administration of County offices, departments and agencies; assigns special projects to department and division heads; confers with department and division heads concerning administrative and operational problems; develops appropriate decisions or recommendations.

Attends meetings of the Board of Supervisors and, when so directed, attends meetings of commissions and committees; informs Board of Supervisors of financial conditions, program progress, and present and future needs of the County; ensures Board reports and agendas are developed and posted appropriately.

Initiates, recommends, monitors compliance with, and reports results of policies established by the Board of Supervisors.

Analyzes proposed state and federal legislation; makes recommendations to the Board for positions on proposed legislation.

Responds to the most difficult or sensitive complaints and requests for information.

 Represents the County at private and public sector meetings and events; gives presentations to various agencies, civic and community groups to discuss issues of relevance to County operations.

Coordinates County activities with other governmental agencies and outside organizations as appropriate.

May administer the County’s economic development function, tourism function, personnel function, and risk management function.

Performs general administrative work as required, including conducting and attending meetings, preparing reports and correspondence, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

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

Modern county government organization, functions and procedures.
Current social, political and economic trends and operating problems of county government.
Principles, practices and techniques of public and business administration, including public financing and financial management.

Personnel administration policies, procedures and regulations, including those related to public agency labor negotiations.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Principles and practices of risk management.

Modern office practices and technology, including the use of computers for word and data processing, Excel, and the AS400 system.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Interpret, analyze, apply and enforce pertinent federal, state and local laws, rules and regulations.

Serve as the administrative agent of the Board of Supervisors.

Perform duties under pressure demonstrating leadership and professionalism.

Gain cooperation through discussion and persuasion.

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

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Select, supervise, train and evaluate staff.

Prepare and administer a budget in conformance with sound financial management techniques.

Perform required mathematical computations with accuracy.

Use computers for word and data processing.

Communicate clearly and concisely, both orally and in writing.
County of Mariposa  
County Administrative Officer  
Page 4  

Prepare, verify, analyze and reconcile complex administrative records, reports and recommendations.

Represent the County effectively in meetings with others and make formal presentations to various groups.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

**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:**
Seven years of increasingly responsible public administration experience, including at least three years in a supervisory, management or administrative capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in business, public administration, political science, social science or closely related field. A Master’s degree is desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

Must have the ability to pass the California State Department of Justice fingerprinting clearance. **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: 12/04 (B/S 04-545, 546)
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.

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: 12/64 (B/S 04-545, 546)
DEPUTY AGRICULTURAL COMMISSIONER / SEALER

DEFINITION
To plan, coordinate, direct and participate in the agricultural and weights and measures inspection activities within the Agriculture Department; to coordinate agricultural and weights and measures inspection activities with other departments; to provide highly complex staff assistance to the Agricultural Commissioner / Sealer; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Agricultural Commissioner / Sealer.

Exercises general supervision over professional, clerical and seasonal staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assumes the responsibilities of the Agricultural Commissioner / Sealer as required in his/her absence or when so designated for meetings or special assignments.

Consults with and assists the Agricultural Commissioner / Sealer in the planning, coordination and administration of all department operations.

Formulates and recommends new policies, programs and ordinances for the performance of department functions.

Assists in ensuring departmental compliance with all applicable policies, procedures, laws, rules and regulations.

Assists in forecasting funds needed for staffing, equipment, materials and supplies; assists with planning, preparing, and administering the department’s annual budget; may prepare financial reports; and maintains accurate financial records.

Selects, supervises and evaluates the performance of assigned staff; trains or makes arrangements for training of new employees; recommends and implements disciplinary action as appropriate; offers advice and assistance as needed.

Directs and participates in the development of department work plans; assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods and procedures.

Plans, organizes and directs department programs and activities, including but not limited to pesticide use inspections and enforcement, pest detection, vertebrate pest control, agricultural product standardization, apiary inspection, nursery inspection, inspection of plants entering or leaving the country, seed inspection, weighing and measuring device inspection and testing, Weighmaster Program administration, petroleum product inspection, quality control of packaged products, etc.

Performs agricultural and weights and measures inspections in difficult or complex situations or as a technical advisor to field inspectors.
County of Mariposa
Deputy Agricultural Commissioner / Sealer
Page 2

Initiates and conducts investigations of potential law / regulation violations; enforces corrections and/or pursues civil action in particularly difficult or sensitive cases.

Conducts field research, surveys and studies; compiles data and prepares related reports and recommendations.

Prepares and submits regulatory reports to various agencies.

Reviews requests for and issues a variety of permits and certificates.

Represents the department to outside agencies and organizations; participates in community and professional groups and committees.

Plans and implements grower / public education programs and projects; promotes the department’s services and programs through the distribution of news articles to the media and by giving presentations to various civic / community groups.

Develops and oversees the use of computer programs for custom record-keeping and report preparation; ensures the maintenance of accurate and up-to-date department records.

Maintains inventory and oversees the maintenance of department vehicles and equipment.

Receives and responds to public inquiries regarding department procedures, programs and services.

Researches and prepares technical and administrative reports; prepares written correspondence.

Performs general administrative work as necessary, including but not limited to copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and county laws and regulations.

Principles and practices of agricultural inspection, weights and measures testing and inspection, and detection and eradication of pests and diseases associated with agricultural commodities.

Types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities.

Operation and care of specialized equipment and tools used in agricultural inspection and testing.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.
Modern office procedures, methods and technology, including the use of computers for word processing and data management.
County of Mariposa
Deputy Agricultural Commissioner / Sealer
Page 3

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Basic arithmetic and statistical analysis.

Safe work practices.

Ability to:
Understand, apply, interpret and enforce pertinent laws, policies, rules and regulations.

Organize and direct the operations of a comprehensive agricultural and weights and measures inspection program.

Perform the most complex work of the department.

Make sound, educated decisions and work independently with little supervision.

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

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Supervise, train and evaluate assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Use computers for word processing and data management.

Effectively administer assigned budgets.

Make required calculations accurately and quickly as required.

Represent the County effectively in meetings with others and make formal presentations to various groups.

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Safely and effectively use and operate department vehicles and equipment.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, skin irritants, vibration, working at heights and in confined spaces.

**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, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field 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:**
Four years of increasingly responsible experience in agricultural inspection and weights and measures testing and inspection, including at least two years in a supervisory capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in chemistry, agricultural biology or a related physical science, or public or business administration, management, or closely related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of California State Certificates as both a Deputy Agricultural Commissioner and a Deputy Sealer of Weights and Measures.

Possession of a Qualified Applicator’s certificate.

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.
PROPERTY MAPPER

DEFINITION
To create, revise and maintain County tax plat maps and related records using both manual and computer-aided mapping and drafting; to identify parcels for mapping and to assist the public with parcel identifications; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Assessor – Recorder and Assistant Assessor – Recorder.

EXAMPLES OF ESSENTIAL FUNCTIONS
Creates, revises and maintains County tax plat maps and related maps and records to reflect changes and corrections in zoning, boundaries, and ownership of properties.

Locates, organizes and interprets information and materials used to modify maps and related records.

Locates property boundaries on maps; calculates areas for acreage.

Plots or draws changes on maps using both manual and computer-aided mapping / drafting techniques.

Logs and cross-indexes all property splits and new Assessor’s Parcel Numbers, and distributes information to designated assessment clerks.

Reviews new subdivision maps for appraisal work.

Researches, writes or revises legal descriptions of properties as required.

Maps and assigns address ranges for new roads; maintains address records; verifies complex address assignments.

Provides instruction to clerical staff engaged in addressing work.

Completes the transfer of information from State Board of Equalization tax area code maps.

Researches and recommends the purchase of computer software and hardware for computerized mapping systems.

Operates blueprinting machines as required to reproduce maps; operates engineering scales, planimeter, digital plan measurer and other specialized equipment as needed.
Performs general clerical / administrative work as required, including but not limited to copying and filing documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.

Principles, practices, terminology, instruments and technologies used in mapping, including computer-aided mapping and drafting.

Legal property descriptions, deeds, survey data, and other related records used as source materials.

Addressing procedures.

Advanced mathematics and methods of measurement.

English usage, spelling, grammar and punctuation.

Modern office procedures, practices and technology, including the use of computers for word and data processing.

Safe work practices.

**Ability to:**
Understand and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Understand and follow oral and written instructions.

Analyze problems, evaluate alternatives and make sound recommendations.

Locate, read, draft and modify property maps accurately and effectively.

Perform arithmetical, algebraic, trigonometric and geometric calculations with accuracy.

Compute areas and closures from property descriptions and maps.

Organize and maintain a variety of maps and related records.

Effectively use computer programs for computer-aided mapping and drafting, database management and word processing.
Communicate effectively with the public and with others contacted in the course of work.

Communicate effectively both orally and in writing.

Prepare written and oral reports with accuracy and in a timely manner.

Work effectively under the pressure of deadlines.

Operate assigned equipment and tools safely.

**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 and specialized 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 computer-aided drafting and/or mapping experience.

**Education:**
High school diploma or GED equivalent supplemented by courses or training in computer-aided mapping or drafting.

**Additional Requirements:**
Possession of a valid California driver's license.

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.
BUILDING DEPARTMENT DIRECTOR

**DEFINITION**
To plan, coordinate, direct and supervise the operations of the Building Department; to serve as the County’s Chief Building Official and enforce building codes and ordinances; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**
 Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over technical and clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**
Plans, organizes, administers and supervises all programs and activities of the Building Department.

Evaluates community needs related to building inspection and code enforcement, and formulates short and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers the department budget; reviews and approves expenditures.

Selects, trains, supervises, motivates and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Coordinates department activities and services with other County and municipal departments as appropriate.

Enforces and supervises the enforcement of building, electrical, mechanical and plumbing codes.
Interprets codes and local ordinances to staff, architects, developers, contractors and property owners; investigates or resolves complaints or disputes regarding code interpretation and enforcement standards.

Performs residential and commercial plan checking of submitted building plans.

Develops strategies for the completion of assignments by staff; delegates daily building inspections to subordinates; performs the more difficult inspections as required. Supervises and approves the issuance and renewal of building permits and licenses.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding building code inspections and enforcement.

Keeps abreast of new developments and legislation affecting department operations and administration; recommends the adoption of ordinances, policies and procedures related to building code issues.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

Organizational and management practices as applied to the analysis and evaluation of building code enforcement and inspection programs, policies and operational needs.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern principles, practices, techniques and equipment of building inspection and code enforcement operations.

Recent developments, current literature and sources of information related to building codes and compliance.

Uniform building, plumbing, electrical and mechanical codes; state housing laws; occupancy, health and safety codes; zoning ordinances.
Electrical, carpentry, masonry, mechanical and plumbing work methods and materials.

Safety standards and methods of building construction for commercial, industrial and residential structures.

Basic principles of structural design and engineering mathematics.

Research methods and sources of information related to building code enforcement.

Report and business letter preparation techniques.

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

English usage, spelling, grammar and punctuation.

Mathematical computations.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Effectively administer a variety of code enforcement, building inspection and plan review activities.

Develop, implement and interpret goals and procedures for providing effective and efficient building inspection and code enforcement services.

Research, analyze and evaluate new service delivery methods and procedures.

Read and understand complex plans, specifications and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.
County of Mariposa
Building Department Director
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Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.

Prepare clear and concise administrative reports.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.
Effectively resolve conflicts and difficult and sensitive issues.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, working at heights. Worker may be subject to fatigue from irregular working hours / incident call activity.

**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, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field 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:**
Four years of increasingly responsible building inspection, plan checking and code enforcement experience, including at least three years in a supervisory or management capacity.
Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in structural engineering, architecture or a closely related field.

Substitution:
Additional qualifying experience in interpreting and enforcing building, electrical, mechanical and plumbing codes may be substituted on a year-for-year basis for the required education.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of a Combination ICBO Inspection Certificate.

Possession of an ICBO Certificate as a Plans Examiner.

Possession of, or the ability to obtain within one year of employment, a Building Official certificate issued by a recognized state, national or international association such as the Council of American Building Officials (CABO).

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: 12/04 (B/S 04-545, 546)
CHILD SUPPORT SERVICES DIRECTOR

DEFINITION
To plan, organize, manage and direct the operations of the Child Support Services Department; to prepare and administer the budget for the department; to provide direction regarding overall office procedures; to direct, supervise, train, discipline and formally evaluate the work of others; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, directs and administers the day-to-day operations of the Child Support Services Department.

Develops and implements goals and objectives for the department pursuant to policy guidelines established by the Board of Supervisors and the State Department of Child Support Services.

Directs staff in their preparation and monitoring of both departmental and state budgets, determination of appropriate levels of services, development of performance measures, and analysis of services provided to ensure cost efficiency and adequate levels of service; and acts as liaison between the department and other county departments.

Oversees all aspects of fiscal operations for the department.

Directs, supervises, trains or provides for the training, disciplines and formally evaluates the work of assigned personnel.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees the development, revision, and implementation of operational policies and procedures.

Analyzes and interprets existing and proposed legislation and State Department of Child Support Services policies, procedures and other directives to determine their impact on departmental operations.

Prepare Board of Supervisor’s agenda items and appears before Board to answer questions on technical and policy issues.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.
Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Researches, develops and oversees the operation of grant programs.

Oversees the development and ongoing operation of the department’s automation program and systems; and coordinates with the State Department of Child Support Services and other governmental agencies for the development, implementation, and maintenance of a statewide interactive automated case management and tracking system.

Analyzes and interprets legislation and State Department of Child Support Services policies, procedures and directives to determine impacts on the department and implements directives as required.

Receives and responds to inquiries, concerns and complaints regarding departmental policies, programs and projects.

Attends meetings and represents the department on various committees and to various community groups.

Serves on local and statewide committees to coordinate program administrative and training efforts.

Represents the County in statewide efforts that affect state and federal policy and regulations.

Addresses legislative, judicial and regulatory bodies to explain, defend and advocate the County’s position and actions.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

Knowledge of:

Child support programs at the federal, state and local level including procedures for establishment, modification and enforcement of child support orders.

Principles and practices of program management, project management, long range planning and customer service.

Accounts receivable management, including automated accounts receivable systems, collections, account aging and related subjects.

Principles and practices of effective negotiating techniques; team building techniques; competitive bidding; contract administration; and standard English grammar and usage.
Federal and state civil and criminal laws and regulations applicable to delivery of child support services.

Court practices and procedures as they relate to child support activities.

Methods and techniques of personnel supervision.

Principles of budget preparation and administration.

Automated systems development and operations.

**Ability to:**
Plan, develop and implement operational procedures designed to meet established goals and objectives.

Interpret and apply applicable laws, regulations and policies.

Plan, organize, delegate and prioritize work.

Direct the work of others.

Work cooperatively with diverse interest groups, including advocacy groups, governmental organizations and private entities.

Carry out the County’s personnel management program as it relates to Child Support regulations.

Analyze complex problems and recommend solutions.

Communicate effectively and tactfully in oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**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:
Four years of responsible administrative, supervisory or managerial experience relating to the planning, organizing and directing various functions of a local child support agency.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in business or public administration, psychology, sociology, or closely related field.

Substitution:
Additional qualifying experience may be substituted on a year-for-year basis for the required education.

Additional Requirements:
Possession of a valid California driver's license.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

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: 12/04 (B/S 04-545, 546)
COMMUNITY SERVICES DIRECTOR

DEFINITION
To plan, coordinate, administer, promote and supervise the provision of County services to senior citizens and military veterans, including a home-delivered meal program, transit and medical transportation programs, recreation and social activities, and the Veterans’ Services program; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over Senior Services, Transit, Veterans Services and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all Community Services Department programs and activities.

Evaluates the community’s need for programs to assist and provide services to seniors and veterans, and formulates short- and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers departmental and individual program budgets; reviews and approves expenditures; prepares and submits grant applications for program funding; prepares related reports.

Selects, supervises, motivates and evaluates the performance of department personnel; oversees the recruitment of program volunteers; provides for staff and volunteer training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Develops and oversees a congregate, home-delivered and restaurant meal program for senior citizens; assists staff by serving or delivering meals when necessary.

Oversees the operation and administration of the County’s transit system.
Plans, schedules and implements recreational, health and social activities at the Senior Activity Center for seniors with varying interests and abilities.

Provides administrative support to various advisory groups, councils and committees as necessary.

Coordinates department activities and services with other County departments, government and private agencies, and special interest organizations as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department programs, services and policies; refers individuals to other agencies and organizations for assistance as appropriate.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested; prepares and distributes news releases and other publicity materials.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

Organizational and management practices as applied to the analysis and evaluation of department programs, policies and operational needs.

Principles, methods and practices of senior services programming, including transit, food service, and recreation, health, educational and social programs.

Responsibilities, practices, laws and requirements of a County Veterans’ Services program.

Principles of management, supervision, training and performance evaluation.

Principles of volunteer recruitment, training, supervision and recognition.

Budget preparation and administration practices.

Grant administration practices.

Report and business letter preparation techniques.
Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Effectively plan, coordinate and administer a variety of programs and activities for seniors and veterans, including meal service and delivery, transit, recreation and social, and Veterans’ Services.

Develop efficient routes for transit services.

Develop, implement and interpret goals and procedures for providing effective and efficient programs and services.

Research, analyze and evaluate new service delivery methods and procedures.

Plan, organize and supervise the work of subordinate staff and volunteers.

Select, train and evaluate staff and volunteers.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

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

Prepare and administer budgets; administer grant programs.

Prepare clear and concise administrative and financial reports.
Maintains confidentiality of records.

Perform mathematical computations quickly and with accuracy.

Develop and implement effective promotional efforts, including making public presentations and preparing news releases and publicity materials.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.
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:
Four years of increasingly responsible public contact, counseling, social services, advocacy or senior services experience, including at least one year in a lead, supervisory or management capacity.

Education:
High school or GED equivalency is required. Completion of 60 units of college with coursework in business or public administration, accounting, social services or a closely related field.

Substitution:
Additional qualifying experience may be substituted on a year for year basis for the required education.

Additional Requirements:
Possession of a valid California driver’s license, and possession of a valid CPR/First Aid certificate.

Possession of, or the ability to obtain within one year of employment, a Veterans’ Benefits and Services Training certificate from the National Association of County Veterans’ Services Officers and the Department of Veterans’ Affairs.

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.
KITCHEN ASSISTANT

DEFINITION
To assist in the daily preparation of congregate and home-delivered meals, in the packaging of home-delivered meals, and in the general cleaning of the kitchen, kitchen utensils and dining area; to perform duties of the Senior Nutrition Cook / Site Supervisor as required in his/her absence; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Senior Nutrition Cook / Site Supervisor.

Exercises lead direction over volunteers as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the Senior Nutrition Cook / Site Supervisor in the preparation of nutritious meals for service on-site and for home delivery.

Serves meals to senior citizens and others.

Assists in the packaging of meals for home delivery.

Ensures the cleanliness of the kitchen and dining area throughout the day and at each day’s end; washes utensils.

Provides training and leadership of volunteers; ensures volunteers follow policies, procedures and safety standards.

Assists Site Supervisor in ordering necessary foods and supplies, stocking foods and supplies, and maintaining accurate inventory records.

May perform the duties of the Site Supervisor in his/her absence.

Maintains accurate logs and records as required; answers the telephone.

EMPLOYMENT STANDARDS

Knowledge of:
Procedures, methods, techniques and equipment used in large-quantity food preparation and service.

Principles of food service sanitation, health and safety practices.

Record keeping methods.

Basic principles of training and leadership.

Basic arithmetic.
Ability to:
Assist in the preparation of food for a large number of people.

Efficiently and thoroughly clean kitchen, dining area and utensils.

Learn the basic functions and responsibilities of the Senior Nutrition Cook / Site Supervisor.

Train and provide leadership of kitchen volunteers as assigned; establish and maintain cooperative working relationships with those contacted in the course of work.

Safely operate kitchen equipment.

Maintain accurate and complete records.

TYPICAL WORKING CONDITIONS
Work is performed in a food service environment. Incumbent may be exposed to fire hazards, electrical currents, temperature and noise extremes, fumes, microwaves, chemicals, skin irritants, hands in water, sharp kitchen tools and utensils, bacteria.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in a food service environment. Requires the ability to sit at desk for short periods of time and almost constantly walk, stand, stoop, kneel, crouch, and reach while performing kitchen work; lift and/or move objects and materials of up to 40 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and kitchen equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS
Experience:
Some experience cooking and/or working in commercial restaurants / kitchens is desirable.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of, or the ability to obtain within three months of employment, a valid CPR / First Aid certificate.

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.
SENIOR NUTRITION COOK / SITE SUPERVISOR

DEFINITION
To prepare daily congregate and home-delivered meals for senior citizens; to procure and store foods and supplies according to policies and regulations; to coordinate and supervise the work of kitchen employees and volunteers; to maintain related records and prepare required reports; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Community Services Director.

Exercises general supervision over the Kitchen Assistant and volunteers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Coordinates and supervises daily meal preparation, service and delivery to senior citizens.

Trains, supervises and reviews the work of kitchen employees and volunteers; provides advice and assistance as needed.

Estimates quantities of food and supplies required for daily and weekly use; adjusts food orders and menus to accommodate allocated budget; orders raw foods and supplies from vendors; maintains accurate inventory of foods and supplies.

Prepares nutritious meals to be served to seniors at the congregate meal site.

Prepares and packages meals for home delivery to seniors, and ensures meals are delivered in a timely manner.

Ensures all menu changes meet established requirements.

Monitors and ensures that all food safety handling procedures are followed by staff and volunteers.

Monitors and maintains logs for freezer and refrigerator temperatures.

Supervises and participates in cleaning and sanitizing kitchen facilities and equipment and in washing dishes.

Prepares and submits records and reports as required.

EMPLOYMENT STANDARDS
Knowledge of:
Basic nutritional needs.
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Senior Nutrition Cook / Site Supervisor
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Procedures, methods, techniques and equipment used in large-quantity food preparation and service.

Principles of sanitation, health and safety practices.

Principles and procedures of record keeping.

Basic principles of supervision and training.

Basic arithmetic.

Safe work practices used in food preparation and service.

**Ability to:**
Plan, organize and supervise the preparation of large amounts of food.

Train and supervise kitchen employees and volunteers.

Ensure an adequate supply of foods and supplies to meet daily demand.

Safely operate kitchen equipment.

Maintain accurate and complete records.

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

Communicate clearly and concisely, both orally and in writing.

**TYPICAL WORKING CONDITIONS**
Work is performed in a food service environment. Incumbent may be exposed to fire hazards, electrical currents, temperature and noise extremes, fumes, microwaves, chemicals, skin irritants, hands in water, sharp kitchen tools and utensils, bacteria.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in a food service environment. Requires the ability to sit at desk for short periods of time and almost constantly walk, stand, stoop, kneel, crouch, and reach while performing kitchen work; lift and/or move objects and materials of up to 40 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and kitchen equipment. Must be able to use a telephone to communicate verbally.
MINIMUM QUALIFICATIONS

Experience:
Two years of commercial restaurant / kitchen cooking experience.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California driver’s license.
Possession of a valid CPR / First Aid certificate.
Possession of a Safe Food Handling certificate.

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.
TRANSIT SYSTEM BUS DRIVER

DEFINITION
To drive and operate a transit system vehicle safely and efficiently in the transport of senior citizens, disabled individuals and the general public; to assist passengers in and out of the vehicle; to maintain records of trip information as required; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Community Services Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Operates a transit system vehicle using established routes and schedules; picks up and discharges passengers at designated stops; modifies routes as directed by dispatch based on passenger cancellations, transfers, no-shows, or other changing service needs.

Provides safe, courteous and efficient transportation for senior citizens, disabled individuals and others to and/or from their homes and a variety of other designated locations.

Takes appropriate steps to ensure the safety of passengers with severe physical, mental or developmental problems while in vehicle.

Assists passengers on and off the vehicle; assists passengers in carrying packages, etc., as necessary.

Operates wheelchair lift device when necessary to board and de-board passengers; ensures that wheelchair brakes are locked while lift is in motion; positions and secures wheelchairs in vehicle.

Collects fares from passengers and maintains related records.

Maintains order of passengers while en route; resolves disputes and documents severe incident / disciplinary cases.

Administers First Aid and CPR when necessary.

Conducts daily vehicle safety and maintenance inspections; records and reports all defects needing repair; delivers and picks up vehicle to / from maintenance shop; fuels vehicle and maintains the cleanliness of vehicle exterior and interior.

Maintains a variety of records, logs and reports as required.
EMPLOYMENT STANDARDS

Knowledge of:
California State Motor Vehicle Code as it relates to the operation of vehicles for transporting passengers.

Streets, highways and landmarks in the County and related areas.

Safe driving practices.

First Aid and CPR practices and procedures.

Proper operation of a wheelchair lift ramp and procedures for securing wheelchairs to vehicles for transportation.

Basic record-keeping techniques.

Ability to:
Learn and apply transit system policies and procedures.

Learn the special requirements associated with the transport of senior and disabled citizens.

Exercise good judgment and extreme caution while operating a transport vehicle.

Safely and properly operate lift-equipped buses and specialized equipment / devices.

Recognize malfunctions and safety hazards in transportation vehicles and equipment.

Operate a two-way radio.

Understand and carry out oral and written instructions with minimal supervision.

Maintain valid certification for operating the type of vehicle assigned.

Read and interpret a map.

Remain calm in emergency situations.

Communicate effectively in both oral and written form.

Provide professional and courteous customer service at all times.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain records and logs related to vehicle maintenance and the transportation of passengers.
TYPICAL WORKING CONDITIONS
Incumbent drives and operates passenger vehicles on surface streets. Worker may be exposed to traffic hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, fumes, dusts, odors, pathogens, vibration, and violence.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility and stamina to drive vehicles for extended periods of time. Requires the ability to sit, walk, stand, climb, balance, stoop, kneel, crouch and reach while performing work; lift and/or move up to 25 pounds frequently and up to 75 pounds occasionally; assist individuals with varying abilities in and out of a vehicle; manipulate, handle, feel or operate objects, tools and controls. Tasks require visual and sound perception and discrimination, and oral communications ability.

MINIMUM QUALIFICATIONS
Experience:
Two years of experience driving and operating a bus, transit van or other commercial passenger vehicle.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid Class B California driver’s license with a passenger endorsement.

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: 12/04 (B/S 04-545, 546)
TECHNICAL SERVICES DIRECTOR

DEFINITION
To plan, organize and conduct activities related to the County computer, radio, telephone, and related technical systems; to review, evaluate, and prioritize departmental service requests and prospective levels of service; and to perform related duties and responsibilities as required.

This position is responsible for management, financial administration, program activities, and procedural and policy issues as they relate to the operation of centralized computer services, departmental service requests, and coordination of the technical systems of the County.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over clerical, technical and professional staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Advises the Board of Supervisors, Administrative Officer, and department heads as appropriate on all policy and administrative matters related to technical systems.

Recommends data processing, telephone, radio, and related equipment, personnel and supply requirements to accomplish effective processing of information.

Consults with and advises department heads regarding the feasibility and cost effectiveness of automating department functions.

Directs Technical Services Department in the development and operation of centralized data processing systems and applications.

Confers with subordinates regarding priorities and technical problems and makes final decisions regarding technical matters dealing with the application of new tasks to the various computer systems of the County.

Conducts in-service training programs for key County personnel to ensure a unified approach to data processing.

Directs preparation of the annual budget; and establishes control and measurement tools for the delivery of services and cost controls.

Works with departmental representatives, equipment suppliers, and other agencies in developing and implementing new technical applications.
County of Mariposa
Technical Services Director
Page 2

Negotiates administers and monitors contracts with private and public agencies providing hardware, data and information processing services for the County.

Prepares long-range plans related to automation and communications and makes progress reports as required for the Board of Supervisors.

Represents the County and speaks before public bodies, groups and organizations and the general public on matters pertaining to technical services.

Participates as a member or various committee independently and/or where directed by the Board of Supervisors.

EMPLOYMENT STANDARDS
Knowledge of:
Management principles and techniques.
Extensive knowledge of current data processing/computer development, computer programming and operational techniques.
Extensive knowledge of the principles and methods of systems and procedure analysis.
Working knowledge of public purchasing, requisition practices and procedures, and contract negotiations and administration.

Plan, direct and coordinate the work of subordinate staff.

Deal tactfully, convincingly and effectively with department personnel, government officials and the general public.

Ability to:
Analyze and interpret complex data.
Direct cost-effective studies and recommend alternatives.
Develop and update departmental rules, regulations and policies.
Effectively assemble, organize and present in written and/or oral form reports containing alternative solutions and recommendations regarding specific resources, plans and policies.

TYPICAL WORKING CONDITIONS
Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception
needed for making observations and communicating with others.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of professional data processing, programming and systems supervisory and/or administrative experience providing data processing services through system analysis, computer programming, and associated operational techniques.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in information systems, computer science, public administration, or a closely-related field.

**Additional Requirements:**
Possession of a valid California driver's license.

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.
DEFINITION
To perform professional legal work in the enforcement of criminal law by prosecuting and trying misdemeanor and felony cases; to provide leadership to legal support staff as assigned; and to perform related duties and responsibilities as required.

Deputy District Attorney I is the entry-level classification in the series. Initially under close supervision, incumbents perform a variety of professional legal duties and are primarily involved in handling routine misdemeanor cases while learning County policies and procedures. This classification is flexibly staffed with Deputy District Attorney II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Deputy District Attorney II.

Deputy District Attorney II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of trial procedures and of departmental procedures and policies. Incumbents in this class are expected to be able to exercise independent judgment while performing complex legal work and to carry cases through to completion with limited supervision.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the District Attorney or designee.

Exercises lead direction over legal support staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Deputy District Attorney I:
Assists more senior Deputy District Attorneys in the preparation of cases for prosecution by the District Attorney’s Office and in handling court procedures.

Receives, reviews, and evaluates complaints and sheriff’s reports for all types of misdemeanor cases.

Interviews complainants, witnesses, criminals and other individuals relevant to assigned cases.

Assists in the preparation and editing of legal documents.

Assists in conducting legal training sessions for various law enforcement and regulatory agencies.

Provides leadership and coordination of para-professional and clerical support staff as assigned.

Prepares and submits reports and special studies as required.

Performs general administrative work as required, including attending meetings, preparing correspondence, reviewing mail and literature, etc.
Deputy District Attorney II: (In addition to the above)
Receives, reviews, and evaluates complaints and sheriff’s reports for all types of criminal cases.

Prepares, files and prosecutors child support services, juvenile and criminal cases handled by the District Attorney’s Office.

Provides advice regarding legal implications, and handles court procedures.

Negotiates and corresponds with defense attorneys, suspects and/or other relevant individuals and agencies.
Prepares and edits legal documents.

Conducts legal training sessions for various law enforcement and regulatory agencies under the direction of the District Attorney or Deputy District Attorney III.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Assists in coordinating department activities with those of other departments and outside agencies and organizations as appropriate.

Represents the department in meetings with other individuals, agencies and organizations.

EMPLOYMENT STANDARDS
Knowledge of:
Deputy District Attorney I:
Pertinent federal, state and county laws and regulations.

Current principles and practices of family, criminal, statutory and constitutional law.

Courtroom / judicial procedures and processes; rules of evidence.

Methods and practices of pleading and effective techniques in the presentation of cases in court.

Methods and techniques of legal research.

Established precedents, case law and sources of legal reference applicable to District Attorney’s Office activities.

Functions and authorities of other criminal justice organizations.

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

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.
Deputy District Attorney II: (In addition to the above)
Effective public relations strategies.

Principles of leadership and supervision.

Ability to:
Deputy District Attorney I:
Effectively prosecute criminal cases with supervision.

Interpret and make decisions in accordance with laws, regulations and policies.
Analyze federal and state legislation.

Understand and execute written and oral instructions.

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Conduct research on complex legal problems and prepare sound legal opinions.

Evaluate investigative reports to determine appropriate charges, strategies for prosecution or settlement, and follow-up required.

Present statements of fact, law and argument clearly and logically in written and oral form.

Analyze a variety of legal documents and instruments.

Gain cooperation through discussion and persuasion.

Appraise situations and people accurately and quickly and adopt an effective course of action.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.
Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make formal presentations to various groups.

Maintain records and prepare required reports.

Perform required mathematical computations with accuracy.

Use computers for word processing and records management.

Deputy District Attorney II: (In addition to the above)
Effectively prosecute criminal cases with limited supervision.

Coordinate and supervise the work of others.
Develop operational policies and procedures.

Interact effectively with the news media while protecting prosecution interests.

Exercise sound independent judgment within general policy guidelines.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
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; 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:**
*Deputy District Attorney I:*
None required.

*Deputy District Attorney II:*
Two years of increasingly responsible professional legal work in family and/or criminal law; or one year as a Deputy District Attorney I in Mariposa County.

**Education:** *(Both Deputy District Attorney I and II)*
High school or GED equivalency is required. Graduation from an accredited law school.

**Additional Requirements:** *(Both Deputy District Attorney I and II)*
Possession of a valid California driver’s license.

Possession of current membership in the State Bar of California.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

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.
DEPUTY DISTRICT ATTORNEY III

DEFINITION
To perform difficult professional legal work in the enforcement of criminal law; to assist in the management of the District Attorney's Office; to provide leadership of professional, para-professional and clerical staff as assigned; to prosecute selected cases; and to perform related duties and responsibilities as required.

Deputy District Attorney III is the advanced journey-level classification in the series. Incumbents in this class perform the full range of duties and are expected to have a thorough knowledge of trial procedures and of departmental procedures and policies. Incumbents are expected to exercise independent judgment while investigating and prosecuting more complex criminal cases.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the District Attorney.

Exercises lead direction over Deputy District Attorney I / IIs, legal support staff and other clerical staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in coordinating, administering and supervising the operations and activities of the District Attorney's Office.

Assists in establishing and implementing departmental policies and procedures.

Assists in coordinating, monitoring, and supervising the work of professional, para-professional and clerical staff as assigned; provides advice and assistance as needed.

Receives, reviews, and evaluates complaints and sheriff's reports of all types of criminal cases.

Directs additional investigation as required.

Oversees the proper preparation and maintenance of legal documents and department records and reports.

Coordinates and participates in the preparation, filing and prosecution of child support services, juvenile and criminal cases handled by the District Attorney's Office.

Interviews complainants, witnesses, criminals and other individuals relevant to assigned cases; prepares and tries matters in court.

Conducts pleadings, arraignments, pretrial negotiations, agreements and other aspects of criminal trial work.
Assists and advises County departments in cases involving potential criminal prosecution.

Conducts legal training sessions for various agencies as requested.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Coordinates department activities with those of other departments and outside agencies and organizations as appropriate.

Prepares and submits reports and special studies as required.

Represents the department in meetings with other individuals, agencies and organizations.

Performs general administrative work as required, including conducting and attending meetings, preparing correspondence, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and county laws and regulations.

Current principles and practices of family, criminal, statutory and constitutional law.

Courtroom / judicial procedures and processes; rules of evidence.

Methods and techniques of legal research.

Methods of conducting sensitive investigations.

Procedures for convening and conducting Grand Jury investigations.

Established precedents, case law and sources of legal reference applicable to District Attorney's Office activities.

Functions and authorities of other criminal justice organizations.

Management of media relations in routine and sensitive situations.

Principles of leadership and supervision.

Administrative principles involved in developing and supervising various programs and related activities.

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

Report and business letter preparation techniques.
English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Effectively prosecute complex criminal cases with minimal supervision.

Interpret and make decisions in accordance with laws, regulations and policies.

Analyze federal and state legislation.

Understand and execute written and oral instructions.

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Conduct research on complex legal problems and prepare sound legal opinions.

Evaluate investigative reports to determine appropriate charges, strategies for prosecution or settlement, and follow-up required.

Present statements of fact, law and argument clearly and logically in written and oral form.

Analyze a variety of legal documents and instruments.

Interact effectively with the news media while protecting prosecution interests.

Oversee the work of professional and support staff as assigned, and participate in their training and development.

Exercise sound independent judgment within general policy guidelines.

Gain cooperation through discussion and persuasion.

Appraise situations and people accurately and quickly and adopt an effective course of action.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Communicate clearly and concisely, both orally and in writing.
Represent the County effectively in meetings with others and make formal presentations to various groups.
Maintain records and prepare required reports.

Perform required mathematical computations with accuracy.

Use computers for word processing and records management.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
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; 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:**
Four years of increasingly responsible professional legal work in family and/or criminal law; or two years as a Deputy District Attorney II in Mariposa County.

**Education:**
High school or GED equivalency is required. Graduation from an accredited law school.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of current membership in the State Bar of California.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

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.
DISTRICT ATTORNEY INVESTIGATOR

DEFINITION
To conduct criminal investigations for the District Attorney’s Office; to analyze, summarize and submit findings of investigations to the District Attorney for the purpose of filing criminal complaints; to prepare criminal cases for hearings and trial; to interpret and explain the provisions of laws, rules and regulations related to the purpose of an investigation; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the District Attorney or designee.

EXAMPLES OF ESSENTIAL FUNCTIONS
Conducts investigations of persons charged with crimes.

Locates and interviews suspected persons, witnesses, employers, representatives of business and governmental organizations and other individuals, and evaluates their testimony.

Gathers, preserves and reports facts, statements or affidavits and other evidence for use in criminal prosecution.

Examines a variety of public and private records to secure information concerning suspected violations.

Conducts surveillance activities.

Prepares and serves criminal process, including search warrants and arrest warrants.

Analyzes, summarizes and presents findings of investigations to the District Attorney for the purpose of filing criminal complaints.

Appears in court as required.

Collaborates with other local and state agencies to locate suspects, witnesses or responsible relatives.

Interprets and explains the provisions of laws, rules or regulations related to the purposes of the investigation.

Performs routine administrative and clerical work as required, including but not limited to typing or word processing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, etc.
EMPLOYMENT STANDARDS

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

Criminal investigative techniques and procedures.

Principles of identification, preservation and presentation of evidence.

Sources of information used in locating suspects and witnesses.

Legal rights of citizens.

Rules of evidence and of court procedures.

Interviewing techniques, including effective methods of obtaining information from hostile or reluctant individuals.

Methods of resolving potential combative issues.

Safe use and care of firearms.

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

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Learn the organization, procedures and operating functions of the Criminal Division of the District Attorney’s Office.

Use initiative and sound, independent judgment within established guidelines.

Plan, organize and set priorities for daily assignments and work activities.

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

Work effectively and meet deadlines under strict time demands.
Obtain information and evidence by observation, records examination and interviews; secure physical evidence.
Analyze the statements of witnesses and suspected violators.

Formulate and evaluate possible solutions based on limited information, facts or evidence.

Prepare clear, concise and accurate records and reports.

Communicate effectively, both orally and in writing.

Understand and execute written and oral instructions.

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

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

Perform mathematical computations with accuracy.

Use computers effectively for word processing and records management.

Work under stressful or dangerous conditions.

React quickly and calmly in emergency situations.

Properly use firearms and other work-related equipment.

Meet the physical requirements necessary for successful job performance.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or investigative work; lift and/or move up to 50 pounds of weight; perform simple grasping and fine manipulation. 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. Requires the strength and stamina to perform investigative and law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.
MINIMUM QUALIFICATIONS

Experience:
Three years of experience in law enforcement, with at least one year of investigative experience.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of a valid, current Basic Peace Officers Standards and Training (P.O.S.T.) certificate.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

Must satisfactorily complete an 80-hour investigation and trial preparation course within 12 months of hire date.

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: 12/04 (B/8 04-545, 546)
COUNTY OF MARIPOSA

VICTIM / WITNESS ADVOCATE

DEFINITION
To provide comprehensive services and support to crime victims and witnesses; to facilitate victim and witness appearances in court; to provide referrals for victims and family members to public and private agencies for assistance; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the District Attorney and Victim / Witness Services Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS
Identifies and informs crime victims of their legal rights and ensures their rights are protected; assists victims in completing victim impact statements.

Notifies family members when a person has been a victim of crime; notifies employers of the victimization of an employee or need for court appearance.

Provides crisis counseling and emergency intervention to victims of crime; responds to the immediate material needs of victims, including shelter, food, transportation, clothing and medical care.

Provides emotional and moral support to victims of crimes; refers victims to other agencies in cases of physical, social and/or psychological injuries or anxieties.

Serves as liaison between the victim, witnesses, law enforcement officers, investigators, court personnel and other government and community organizations; intervenes with creditors as necessary.

Monitor appropriate court cases to keep victims and witnesses apprised of the progress and outcome of their cases; provides courtroom orientation to victims and witnesses, and accompanies them to court when support is requested.

Assists in preparing victims and witnesses for court testimony.

Attends court proceedings, bond / parole hearings and trials.

Observes interviews conducted by law enforcement and attorneys of children victimized by sexual and physical abuse.

Assists victims of crime in re-claiming items that may have been retained by law enforcement personnel for evidence purposes.
Assists victims in filing, processing, and verifying applications with the State Board of Control for financial assistance with medical expenses, lost wages, counseling expenses, funeral expenses, etc.

Provides follow-up services to victims of crimes and their families.

Participates in efforts to educate law enforcement officers and citizens about crime victimization and other crime-related issues; gives presentations to school, community and civic groups as requested to increase public awareness and support of the Victim-Witness Services Program.

Assists in coordinating program activities with those of other social service and government agencies as appropriate to better serve victims and witnesses.

Receives and responds to citizens' inquiries, concerns and complaints concerning program activities.

Performs routine administrative and clerical work as required, including but not limited to preparing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Legal rights of crime victims.
- Principles of interviewing and problem-solving methodology.
- Structure, functions and processes of the criminal justice system.
- Crisis intervention, interviewing and counseling techniques.
- Basic psychology and sociology as they relate to victims of crimes and their needs.
- Related agencies, organizations, volunteer programs or individuals providing assistance to victims and/or witnesses of crime in Mariposa County.
- Modern office practices and technology, including the use of computers for word processing and records management.
- Basic arithmetic.
- English usage, spelling, grammar and punctuation.
- Safe work practices.
- Community relations and public speaking methods.
Ability to:
Learn, understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

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

Provide crisis intervention, trauma reduction and follow-up counseling assistance.

Work effectively in a calm and effective manner under conditions of limited supervision, high stress, and rapidly changing circumstances with emotionally distraught, traumatized and/or disorderly individuals or groups.

Deal tactfully and effectively with the public and with others contacted in the course of work.

Demonstrate sensitivity to the cultural and ethnic diversity of the population served, and to the special needs of victims and witnesses.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

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

Work with sensitive and graphic topics.

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

Safely operate office equipment.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS
Most work is performed in a normal office environment; work involves some travel within and out of the County to various locations. Incumbent may be exposed to adverse weather conditions and violence, and must be willing to work irregular hours as required.

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; to drive a motor vehicle; to lift and/or move weights of 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 and camera
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:**
One year of para-professional victim services, peer counseling, crisis intervention, social services or related experience.

**Education:**
High school diploma or GED equivalent. Completion of 18 units of college-level coursework from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field.

**Additional Requirements:**
Possession of a valid California driver's license.

Must successfully complete the required minimum 40 hours of entry-level advocate training curriculum (16 hours of Systems component and 24 hours of Services component), as detailed in the appropriate California Victim/Witness Assistant Program, within one year of employment.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

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.
FIRE CHIEF / EMERGENCY PLANNING COORDINATOR

DEFINITION
To plan, coordinate, direct and evaluate the services, programs and activities of the Fire Department; to serve as County Fire Marshal and oversee fire prevention, suppression and investigation operations and the enforcement of all fire and related building codes; to prepare and implement the County’s emergency plan as the Emergency Planning Coordinator; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over paid and volunteer management, professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all services, programs and activities of the Fire Department.

Evaluates community fire prevention and suppression needs, and formulates short- and long-range plans to address them.

Serves as Emergency Planning Coordinator and acts as custodian of the Mariposa County emergency plan.


Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to division personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Prepares and administers the department budget; prepares and administers grants for program / project funding.

Oversees the operations and maintenance of the County’s multiple fire stations.
County of Mariposa
Fire Chief / Emergency Planning Coordinator
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Selects, trains, supervises, motivates and evaluates the performance of department personnel through the chain of command; provides for or coordinates staff training; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Develops specifications for new equipment purchases.

Coordinates fire programs and projects with other County and municipal departments as appropriate; recommends the adoption of ordinances, policies and procedures related to fire issues.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Keeps abreast of new developments and legislation affecting fire fighting and prevention operations, training and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Coordinates public education programs with other County departments, fire agencies and departments, public agencies, and civic / community organizations.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

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

Operational characteristics, services and activities of a comprehensive County fire protection program.

Organizational and management practices as applied to the analysis and evaluation of fire service and emergency planning programs, policies and operational needs.

Principles of management, supervision, training and performance evaluation.
Budget preparation and administration practices.
Modern principles, practices, techniques and equipment of fire service operations.

Recent developments, current literature and sources of information related to fire science, safety, and emergency medical services.

Specialized rescue technology and hazardous materials issues.

Principles and techniques of modern first aid, rescue, resuscitation and emergency medical services.

Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the County.

Report and business letter preparation techniques.

Functions and services of centralized communications.

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

English usage, spelling, grammar and punctuation.

Governmental finance and budgeting procedures.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Provide administrative and professional leadership for the Fire Department.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff; ensures that training certificates are up-to-date for all staff.

Develop, implement and interpret goals and procedures for providing effective and efficient municipal fire prevention and suppression services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Plan and participate in County emergency / disaster operations.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations.

Properly use fire suppression and other work-related equipment.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary for successful job performance.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker may be subject to fatigue from irregular working hours / incident call activity.

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, run, climb, balance, bend, squat, twist and reach while performing office duties and/or emergency operations; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. 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. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, driving a motor vehicle.

**MINIMUM QUALIFICATIONS**

**Experience:**
Seven years of increasingly responsible volunteer or paid fire service experience, including at least four years in a supervisory or management capacity. Experience working in an Office of Emergency Services government agency is highly desirable.

**Education:**
High school diploma or GED equivalent. Graduation from an accredited college or university with a Bachelor’s degree in fire science, public safety, business or public administration, or closely related field is desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a valid State of California Fire Officer Certificate.

Possession of a valid State Fire Marshall Level I Instructor Certificate.

Possession of a valid State Fire Marshall Chief Officer Fire Certificate.

Possession of a valid CPR and first-aid certificate.

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.
DEPUTY FIRE CHIEF

DEFINITION
To assist in planning, coordinating and directing the programs and activities of the Fire Department through staff, contract and volunteer effort; to supervise fire prevention, suppression and investigation activities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Fire Chief / Emergency Planning Coordinator.

Exercises general supervision over clerical staff and direction over volunteer fire staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the Chief in planning, coordinating and directing the services, programs and activities of the Fire Department.

Selects, assigns, directs, reviews and evaluates the work of subordinate staff; offers advice and assistance as needed.

Supervises and directs the training and development of department personnel.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures.

Assists in developing short- and long-range goals for the department.

Analyzes and evaluates the effectiveness of existing operations, and recommends improvements in department services as appropriate; develops training programs to improve incident response and increase effectiveness.

Determines program funding needs and participates in the preparation of the department’s annual budget; authorizes payment of invoices in the absence of the Chief; prepares grant applications for program funding.

Prepares contract documents for review and approval of the Chief; assists in the management of contracts with other agencies.

Prepares reports concerning department projects, services and operations; appears with or for the Chief before the Board of Supervisors to present reports.

Assists in preparing and updating the County’s emergency plan as the Emergency Planning Coordinator.
Coordinates emergency response through the California Mutual Aid Plan; acts as the deputy fire and disaster mutual aid coordinator for Mariposa County.

Directs Battalion Chief response to major incidents; responds to major incidents and participates in fire suppression and life safety operations as necessary.

Reviews building and development plans for compliance with fire and life safety codes. Coordinates fleet maintenance programs for emergency vehicles.

Establishes specifications for and purchases equipment.

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

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Keeps abreast of new developments and legislation affecting fire fighting and prevention operations, training and administration.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

*Knowledge of:*

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

Local government organization and operation.

Principles and practices of effective administration and organization.

Principles of personnel management.

Modern principles, practices, techniques and equipment of fire service operations.

Principles and practices necessary to plan, organize, implement, direct and evaluate complex and varied programs.

Recent developments, current literature and sources of information related to fire science, safety, and emergency medical services.

Specialized rescue technology and hazardous materials issues.
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Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the County.

Governmental finance and budgeting procedures.

Functions and services of centralized communications.

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

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Plan, coordinate and direct the work of staff engaged in diverse technical and administrative programs and activities.

Select, supervise, train and evaluate staff.

Work effectively in the coordination of volunteer fire groups and individuals.

Develop, implement and interpret goals and procedures for providing effective and efficient County fire prevention and suppression services.

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

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Plan and participate in County emergency / disaster operations.
Coordinate departmental activities with those of other departments and agencies.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.
Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations.

Properly use fire suppression and other work-related equipment.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary for successful job performance.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker may be subject to fatigue from irregular working hours / incident call activity.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or emergency operations; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. 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. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, driving a motor vehicle.

**MINIMUM QUALIFICATIONS**

**Experience:**
Six years of increasingly responsible volunteer or paid fire service experience, including at least three years in a supervisory or management capacity. Experience working in an Office of Emergency Services government agency is highly desirable.
Education:
High school diploma or GED equivalent. Graduation from an accredited college or university with a Bachelor’s degree in fire science, public safety, business or public administration, or closely related field is desirable.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of a valid Class B Firefighter certificate.

Possession of a valid State Fire Marshal Fire Officer certificate.

Possession of a valid State Fire Marshal Level One Instructor certificate.

Possession of a valid Emergency Medical Technician 1B certificate.

Must obtain State Fire Marshal Chief Officer certification within one year of employment.

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.
COUNTY HEALTH OFFICER

DEFINITION
To plan, coordinate, direct and evaluate the services, programs and activities of the Public Health Department; to direct the enforcement of state and County health and sanitation laws and regulations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives policy direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all services, programs and activities of the Public Health Department.

Evaluates community public health needs, and formulates short- and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Prepares and administers the department budget; prepares and administers grants for program / project funding.

Selects, trains, supervises, motivates and evaluates the performance of department staff; provides advice and assistance as needed; provides for or coordinates staff training; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Keeps abreast of new developments and legislation affecting public health services, programming, training and administration.
Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Develops and/or authorizes clinical procedures; oversees clinical activities.
Provides professional medical services, including performing physical examinations in Health Department clinics, responding to medical emergencies, researching medical topics as needed.

Assists in the diagnosis and investigation of communicable diseases, and takes measures to control their spread.

Directs the enforcement of state and County health and sanitation laws and regulations; conducts public health inspections and/or investigations in the field as needed.

Participates in periodic emergency disaster drills.

Provides professional and administrative support to various committees and commissions.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

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

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Develops and directs a program of public health education; prepares educational and informative materials for distribution to the public; oversees the development of the department's website.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

Principles and practices of public health administration.

Principles, procedures and techniques used in planning, evaluating and administering a multi-service public health program.

Recent developments, current literature and sources of information related to public health administration. Medical science and its application to public health.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

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.

**Ability to:**
Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Provide administrative and professional leadership for the Public Health Department.

Plan, coordinate and direct a comprehensive public health program.

Effectively practice medicine, including the diagnosis and treatment of illnesses.

Investigate, evaluate and assist in resolving public health problems.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Develop, implement and interpret goals and procedures for providing effective and efficient public health services.

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

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures. React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports. Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, pathogenic substances, odors, skin irritants, fumes, dust, air contaminants. Worker may be subject to fatigue from irregular working hours / incident call activity.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or field investigations; operate motor vehicles; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and medical 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. Requires the strength and stamina to perform clinical duties.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five or more years of increasingly responsible public health agency, and direct clinical or related private practice experience. Supervisory or management experience in a broad range of public health programs is highly desirable.

**Education:**
High school or GED equivalency is required. Graduation from an accredited medical school with an M.D. degree.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a valid license to practice medicine in the State of California.

Eligibility for accreditation in public health by the American Board of Preventive Medicine is desirable.

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.
PUBLIC HEALTH EDUCATOR

DEFINITION
To educate citizens and facilitate their progress toward optimum health; to develop, coordinate, implement and evaluate the department’s program to reduce the use of tobacco by youth and adults; to provide leadership to clerical and volunteer staff as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Health Officer.

Exercises lead direction over clerical staff and volunteers as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Collaborates with other Public Health Department staff on programs and projects to help County residents achieve their optimum health.

Develops, coordinates, implements and evaluates the County’s Tobacco Education Program in accordance with established state tobacco control program guidelines.

Assists in developing annual program budgets; tracks expenditures and prepares related reports.

Identifies target population groups and specific health needs; develops plans to meet those needs.

Researches, prepares and disseminates tobacco education materials of various kinds, including written and audio-visual materials; reviews existing materials for use in Mariposa County programs; ensures materials are linguistically and culturally appropriate for targeted audiences.

Plans and implements various activities of the tobacco use prevention and cessation program; provides individual and group counseling in tobacco prevention and cessation; provides follow-up with cessation clients.

Develops County-wide activities, programs and events.

Develops cooperative activities, programs and events with the Mariposa School District.

Provides administrative and technical support of the Tobacco Control Coalition Committee; facilitates meetings; prepares and distributes meeting minutes; maintains records.

Reviews and evaluates applications for tobacco education mini-grants.

Develops and implements surveys and other tracking methods to evaluate the effectiveness of programs and activities.

Provides training and leadership of clerical and volunteer staff as assigned.
Receives and responds to citizen inquiries, requests for assistance and complaints in areas of responsibility.

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

Attends civic and other community meetings and events to explain and promote program activities and to establish favorable public relations; prepares and disseminates promotional materials; prepares and distributes news releases to the media; gives public speaking presentations as requested; assists in developing the program website.

Performs general administrative and clerical work as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, compiling data for reports, assembling materials, maintaining supply inventory, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

General concepts of public health and preventive medicine.

Principles, procedures and techniques used in planning, coordinating, implementing and evaluating public health programs.

Principles, techniques and materials used in public education.

Recent developments, current literature and sources of information related to public health.

Principles of training and leadership.

Basic budget preparation and monitoring 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.

Basic arithmetic.

Safe work practices.

Public / community relations techniques.
Ability to:
Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Use initiative and sound, independent judgment within established guidelines.

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

Research, analyze and evaluate new service delivery methods and procedures.

Plan, coordinate, implement and evaluate the effectiveness of assigned programs.

Research and prepare effective public education and information materials.

Prepare and monitor assigned budgets.

Lead a working committee.

Provide effective training and leadership as assigned.

Conduct classes for various groups and provide group and individual health counseling.

Maintain accurate records and prepare clear and concise reports.

Perform mathematical computations with accuracy; use basic statistical methods.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Typical Working Conditions
Most work is performed in an office environment. Incumbent drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature extremes, wetness, dust, air contaminants.

Typical Physical Requirements
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing duties; operate motor vehicles; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. 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:**
One year of experience in public or community health education.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in community health, education or related field. Master’s degree in public or community health education is desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
PUBLIC HEALTH NURSE II

DEFINITION
To plan and direct a specific public health program; to provide public health nursing services to individual clients and the community at large through the provision of clinical services and counseling and through the promotion of community health and welfare; to supervise and evaluate the work of subordinate staff as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Health Officer.

Exercises direct supervision over professional staff and lead direction of clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides public health nursing services to individual clients and the community at large, including clinical care and counseling and public health instruction and education.

Develops, maintains and participates in various programs and clinic services.

Develops program goals, objectives, policies, procedures and protocols.

Administers provider / inter-agency agreements and contracts.

Prepares targeted case management assessment and develops service plans for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitation as required; reviews and/or completes charting of client progress in medical records and all other documentation as required; monitors cases to ensure quality care is provided to all clients.

Makes referrals to other agencies and/or providers as appropriate; assists clients in accessing health and community services as needed.

Assists with the prevention and control of communicable disease through epidemiological investigations and in the care of patients and application of procedures designed to prevent the spread of communicable disease in the community.

Prepares written educational materials for distribution to the community; locates, evaluates and distributes existing educational materials as appropriate.

Works with physicians and community groups to keep, establish, and carry on work in the promotion of maternal and child health.

May promote and administer a grant program to provide community groups with funding for special public health projects and programs.
Participates in conferences, task forces and meetings, and confers with public health administrators and others on community public health problems.

Attends civic and other community meetings and events to explain and promote the activities and functions of the program and to establish favorable public relations; gives public speaking presentations as requested; prepares publicity materials for distribution; oversees and/or participates in community events as appropriate.

Coordinates and/or participates in special programs and projects as assigned.

Supervises and evaluates the work of professional staff and provides direction of clerical staff as assigned; provides or coordinates staff training; offers advice and assistance as needed; implements disciplinary measures as appropriate.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Supervises and participates in the preparation and maintenance of accurate and up-to-date program records; prepares and submits various technical, administrative and financial reports as required by the County and other agencies.

Responds to and resolves citizen, client or community requests for assistance, complaints or inquiries.

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

Performs general administrative and clerical work as required, including preparing reports and correspondence, conducting and attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

EMPLOYMENT STANDARDS

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

Accepted Public Health Nursing standards.

Principles, procedures and techniques used in planning, evaluating and administering public health programs.

Recent developments, current literature and sources of information related to public health administration.

Principles, methods and procedures of nursing as applied in public health practice, and of preventive medicine.
Principles, practices and current issues in health education, including mental health, substance abuse, maternal and child health, and general public health.

Basic causes and types of treatment for substance abuse, mental health disorders and public health issues.

Sociological, cultural, environmental and economic factors affecting individual and public health.

Causes, means of transmission, and methods of controlling communicable diseases.

Interviewing and counseling practices and techniques.
Principles, techniques and materials used in public education.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

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.

**Ability to:**
Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Plan, organize, evaluate and provide leadership in community health programs and public health nursing activities.

Plan, organize, supervise and evaluate the work of subordinate staff.
Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Work effectively with clients and family members and assist them in the satisfactory solution of health problems.
Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and clinic environment. Incumbent drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and clinic environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office and/or clinical duties; operate motor vehicles; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and medical 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. Requires the strength and stamina to perform clinical duties.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of experience as a Public Health Nurse with increasing assumption of administrative responsibilities, or two years of experience as a Public Health Nurse in a generalized public health nursing program.

**Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in nursing, or graduation from an accredited program of registered nursing and graduation from an accredited program of study for public health nursing.
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**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a valid, current Registered Nurse license issued by the State of California.

Possession of a valid, current Public Health Nurse certificate issued by the State of California.

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: 12/04 (B/S 04-545, 546)
HUMAN SERVICES DIRECTOR

DEFINITION
To plan, direct and evaluate the services, programs and activities of the Human Services Department, including mental health services, alcohol and drug programs, social welfare services, Public Guardian/Conservator program, County Housing Authority and Community Action Agency; to oversee contract services; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all services, programs and activities of the Human Services Department.

Provides administrative leadership in social welfare, behavioral health, drug and alcohol, Public Guardian/Conservator, public housing and other programs.

Evaluates the community's human services needs, and formulates short- and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Prepares and administers department and division budgets; prepares and administers grants for program/project funding.

Selects, trains, supervises, motivates and evaluates the performance of department management, professional, technical and clerical personnel; provides advice and assistance as needed; provides for adequate staff training; implements disciplinary and termination processes.

Develops, recommends, and implements public policy.
Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees contracted services, ensuring their compliance with policies, procedures, standards and regulations.

Cooperates with various state agencies as appropriate, including the State Department of Social Services, State Department of Health, and State Department of Mental Health, to ensure program goals are being met; analyzes the effect that federal and state legislation, rules, policies and procedures will have on County programs; recommends and implements administrative and operational changes as necessary.

Attends State meetings, prepares, and presents position papers.

Maintains effective standards of operation, business and services practice as required.

Assists subordinates in making difficult decisions in complex, sensitive or controversial case situations.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Provides professional and administrative support to various committees and commissions.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

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

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Human and organizational behavior.

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

Principles and practices of human services administration.
Principles, procedures and techniques used in planning, evaluating and administering a multi-disciplinary human services program.

Recent developments, current literature and sources of information related to human services administration.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

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.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Provide administrative and professional leadership for the Human Services Department.

Plan, coordinate and direct a comprehensive, multi-disciplinary human services program.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Develop, implement and interpret goals and procedures for providing effective and efficient human services programs.

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

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.
Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

**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 experience in the human services and/or public health field, including at least four years in an administrative or management capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Master’s degree in social work, health administration, hospital administration, nursing, psychology, business or public administration, or closely related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

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.
CONTRACT ADMINISTRATOR

DEFINITION
To coordinate and administer state and/or federally funded programs providing services to low-income county residents; to supervise and evaluate the work of assigned support staff, and to perform related duties and responsibilities as required.

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

Exercises direct supervision over support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Oversees the daily operation of the Community Action Agency and/or Housing Authority.

Coordinates and administers multiple state and/or federally funded programs providing services for vulnerable populations of the County.

Trains, supervises and evaluates the work of support staff as assigned; offers advice and assistance; recommends disciplinary measures as necessary.

Researches and makes recommendations to implement new programs.

Reviews, revises and develops program policies and procedures.

Prepares and administers program budgets; maintains accounting records in accordance with contract requirements; processes payment requests.

Develops, writes and presents grant proposals.

Administers program contracts.

Oversees direct service programs.

Establishes program eligibility by interviewing potential clients, verifying applications and completing documentation.

Oversees all weatherization program activities, including but not limited to preparing supply orders, maintaining supply inventory, and preparing project cost estimates.

Represents the County and/or Community Action Agency at various state and community meetings.
Provides administrative support to the Community Action Agency Board; coordinates and attends board meetings; prepares related records, correspondence, meeting minutes and public notices.

Prepares required reports and correspondence in a timely manner.

Responds to and resolves citizen, client or community inquiries, requests for assistance, and complaints.

Assists in coordinating division activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS
Knowledge of:
Pertinent federal, state and local laws, regulations and standards, and County policies and procedures.

State and federally funded housing programs.

Program development, organization and evaluation methods and practices.

Administrative and budgetary analysis principles and procedures.

Principles and procedures of bidding processes.

Principles and practices of grant writing and administration.

General accounting and bookkeeping procedures.

Public meeting procedures and requirements.

Principles of supervision, training and performance evaluation.

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.
County of Mariposa
Contract Administrator
Page 3

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures, and standards.

Develop operational policies and procedures.

Train, supervise and evaluate the work of subordinate staff.

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

Exercise initiative, ingenuity and sound judgment in solving administrative, professional and technical problems.

Assess client needs and make appropriate referrals.

Assess organizational needs and provide support to partner organizations.

Research, analyze and evaluate new service delivery methods and procedures.

Gather and analyze data.

Prepare and administer program budgets and plans.

Monitor and manage contracts for services.

Prepare and administer grants.

Prepare clear and concise narrative, financial and statistical reports, and public meeting documentation.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Interact and coordinate activities with representatives of multiple agencies.

**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:
Two years of accounting, business, or organizational management experience with financial and budget responsibilities, preferably in a housing or community action agency.

Education:
High school or GED equivalency is required. Completion of 30 units of college-level course work in accounting, business or public administration.

Or

Experience:
Five years experience in accounting and/or business or organizational management with financial and budget responsibilities.

Additional Requirements:
Possession of a valid California driver’s license.

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.
DEPUTY DIRECTOR BEHAVIORAL HEALTH

DEFINITION
To plan, manage and evaluate the services and contracts administered within the department’s Mental Health, Alcohol and Drug, and Children’s System of Care programs; to oversee the coordination and integration of all clinical services within the agency, and assist in setting clinical standards; to assist in ensuring all programs are delivered according to professional standards and state and federal guidelines; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Human Services Director.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, manages and administers programs within the Behavioral Health Division, including the Mental Health, Alcohol and Drug, and Children’s System of Care programs.

Selects, trains, supervises and evaluates the performance of support personnel; provides advice and assistance as needed; implements disciplinary processes as necessary.

Analyzes and implements programs to meet local behavioral health needs.

Assesses the current service delivery system; develops and makes recommendations for improvement as needed.

Works cooperatively with other managers in the Department of Human Services, the Mental Health Advisory Board, and the Alcohol and Drug Advisory Board in meeting the needs of the community.

Develops annual budget requests for all programs in the Behavioral Health Division.

Prepares grant applications for program funding; assists in administering grants received.

Develops program quality control measures, and assists the department’s fiscal staff with fiscal integrity and control.

Monitors contractors that provide mental health and substance abuse services in the County; ensures their compliance with applicable laws, regulations, policies, procedures and standards.

Prepares and presents a variety of program reports at the direction of the Human Services Director.
Coordinates the completion of all federal, state and County fiscal reports.

Monitors and analyzes the impact of proposed legislation on County programs.

Responds to and resolves citizen, client or community inquiries, requests for assistance, and complaints.

Assists in coordinating division activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, regulations and standards, and County policies and procedures.

Principles of human services program planning, development and administration.

Human and organizational behavior.

Best practice efforts, evaluation and monitoring techniques in mental health, substance abuse and systems of care programming.

Treatment models for children, adults and families with serious mental illness and/or addiction.

Recent developments, current literature and sources of information related to human services programming and administration.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Grant administration practices; revenue sources including state and federal government, MediCal, and private insurance providers.

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.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures, and standards.

Plan, coordinate and manage behavioral health services programs.

Select, train, supervise and evaluate the work of subordinate staff.

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

Exercise initiative, ingenuity and sound judgment in solving administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Establish and implement clinical standards and program policies.

Prepare and administer program budgets and plans.

Monitor and manage contracts for services.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

**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 professional clinical experience in a mental health setting, including at least two years in a supervisory or management capacity.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with an M.D. or Ph.D. in clinical psychology, or a Licensed Clinical Social Worker with a Master’s degree in social work, or a closely related field.

Additional Requirements:
Possession of a valid California driver’s license.

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.
COUNTY LIBRARIAN

DEFINITION
To plan, coordinate, administer, promote and supervise the activities of the County library system; to perform professional library work; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over Library support and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises the programs and activities of the County library system.

Develops and implements policies and procedures to ensure efficient and effective library services.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers departmental budgets; reviews and approves expenditures; prepares related reports.

Researches, develops and oversees the operation of grant programs.

Selects, supervises, motivates and evaluates the performance of department personnel; oversees the recruitment of library volunteers; provides for staff and volunteer training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Performs professional library work as needed, including reference, readers’ advisory, cataloging and circulation duties.

Oversees collection development for the main library and its branches.

Assists in planning and preparing library displays.
Works closely with the Friends of the Library and related groups interested in the enhancement and promotion of library services.

Confers with and provides professional assistance to members of County departments, government agencies, volunteer and community groups on library and related matters.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding library programs, services and policies.

Plans and oversees the proper maintenance of library facilities, furnishings and equipment.

Oversees the use and maintenance of the library’s computer systems and software; provides user instruction and support to staff and the public as needed.

Prepares and submits narrative, statistical and financial reports to the County Administrative Officer, Board of Supervisors and State Library.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested; prepares and distributes news releases and other publicity materials.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, digitizing materials for preservation, entering and retrieving computer data, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

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

Principles and methods of County library organization, administration, trends, services, technologies and equipment.

Organizational and management practices as applied to the analysis and evaluation of library programs, policies and operational needs.

Principles of professional library work.

Information systems and automation systems as applied to library activities.

Current state- and nation-wide library trends and emerging technologies.

The use of the Internet for employee / patron research and reference assistance, including various laws, regulations and guidelines governing appropriate Internet access and filtering.

Principles of management, supervision, training and performance evaluation.
Principles of volunteer recruitment, training, supervision and recognition.

Budget preparation and administration practices.

Methods of fundraising, revenue development, and grant writing and administration.

Report and business letter preparation techniques.

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

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Develop, implement and interpret goals and procedures for providing effective and efficient programs and services.

Plan, organize and direct main library and branch library operations.

Plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals.

Collect and analyze data to establish and identify needs and evaluate program effectiveness.

Evaluate library resources in all formats and monitor library trends.

Plan, organize and supervise the work of subordinate staff and volunteers.

Select, train and evaluate staff and volunteers.

Exercise sound, independent judgment.

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

Prepare and administer budgets; administer grant programs.

Implement automated circulation systems.
Effectively use computers for word and data processing, records management, specialized library applications and Internet research.

Maintain a positive public image of department programs and services through contact with the news media and the general public.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise administrative and financial reports.

Perform mathematical computations quickly and with accuracy.

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

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office / library environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb and reach while performing office duties; lift and/or move weights of up to 40 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:**
Five years of increasingly responsible library management experience, including budget preparation and supervision.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Master’s degree in Library Science.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
LITERACY PROGRAM COORDINATOR

DEFINITION
To plan, develop and coordinate the Read to Succeed Program for the Mariposa County Library; to perform a variety of responsible sub-professional library and clerical work in support of daily Library operations; to assist patrons in the use of the Library and related services; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Librarian.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, develops and coordinates the Read to Succeed Program for the Mariposa County Library.

Selects, supervises and evaluates the work of program tutors.

Selects and provides in-service training to volunteers.

Matches tutors and students, and monitors progress of tutoring.

Meets with community agencies, literacy service providers and County departments to develop and maintain communication and appropriate referrals; encourages involvement of community groups, businesses and other organizations.

Develops literacy materials for tutors; coordinates the ordering and dissemination of materials.

Prepares program budget requests; monitors expenditures and maintains related records.

Prepares program reports for the County Librarian.

Researches and prepares grant requests for program funding.

Encourages staff and public awareness of literacy problems and services; prepares publicity materials and press releases.

Assists supervisor and co-workers with various sub-professional and clerical work in support of Library operations.

Assists and instructs patrons in the proper use of the Library and related services.

Performs general administrative/clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.
EMPLOYMENT STANDARDS

Knowledge of:

- Pertinent laws, regulations, policies and procedures.
- Objectives, principles, procedures, standards and trends in literacy programs.
- Specific methods and materials used in literacy instruction for individual clients.
- Administrative policies and procedures, including goal setting, planning and budget development.
- Report and business letter preparation techniques.
- Modern office practices and technology, including the use of computers for data and word processing.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Principles of training and leadership.
- Safe work practices.
- Public / community relations techniques.

Ability to:

- Understand and apply pertinent laws, rules, regulations, policies and procedures.
- Develop and implement an effective literacy program with limited guidance.
- Exercise sound, independent judgment within County policy guidelines.
- Recruit, screen, place, direct and evaluate program tutors.
- Make persuasive presentations to groups and individuals regarding all aspects of the Read to Succeed Program.
- Instruct others in the specific methods and materials used in literacy instruction.
- Effectively use computers for word and data processing and records management.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise records and reports.
Perform required mathematical computations with accuracy.

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

Deal effectively with patrons with special needs, or in confrontational situations.

Operate library and office equipment.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office / library environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb and reach while performing office duties; lift and/or move weights of up to 40 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:**
Two years of increasingly responsible literacy program or adult education experience.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in social sciences, education, human services, library science or closely related field.

**Substitution:**
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
PLANNING DIRECTOR

DEFINITION
To manage programs and activities related to current and long range land use planning and application processing; to serve as technical advisor to the Planning Commission and Board of Supervisors; to serve as the Executive Officer of the Local Agency Formation Commission (LAFCO); and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, and directs the County's various programs and activities related to land use planning and application processing.

Directs, supervises, trains, disciplines and formally evaluates the work of subordinate professional, technical and clerical staff.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Prepares and reviews plans, reports, and ordinance amendments related to land use and environmental concerns.

Attends official hearings and meetings regarding land development projects and programs.

Oversees preparation of and administers the budget of the Planning Department.

Serves as staff to the Planning Commission and various planning committees, including preparing staff reports and meeting agendas.

Reviews National Park Service, U.S. Forest Service and Bureau of Land Management planning documents and assists the Board of Supervisors to develop comments and responses.

Oversees the development, revision, and implementation of operational policies and procedures.

Coordinates plans and policies with other County, state and Federal agencies.

Implements policies established by the Board of Supervisors.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.
Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Performs higher levels of planning tasks as necessary to keep department workload current.

Coordinates management and operation of the Development Services counter with the Directors of the Building and Health Departments.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Management principles and techniques.

Principles, methods, and techniques of land use planning.

California Environmental Quality Act (CEQA)/environmental review methods and techniques.

Federal and California State planning law, including the California Environmental Quality Act, California Surface Mining and Reclamation Act, Local Government Reorganization Act of 1985 (Cortese-Knox), the Clean Air Act, the Federal Endangered Species Act, and the National Environmental Policy Act (NEPA) and Williamson Act.

Current trends in Federal, State and local land use planning.

Research methodology and standard statistical methods and procedures as applied to use of socioeconomic and environmental data.

**Ability to:**
Provide overall leadership and direction for a County Planning Department.

Hire, train, supervise, discipline and evaluate staff.

Determine appropriate research methodology for project studies and insure analysis is complete and accurate.

Effectively assemble, organize, and present in written and/or oral form reports containing alternative solutions and recommendations related to projects within the scope of the department’s responsibility.

Advise citizen groups and various boards and commissions concerning specific programs and projects.

Analyze situations and develop appropriate course of action.
Communicate effectively in both oral and written forms.
Establish and maintain positive work relationships with those contacted in the performance of required duties.

Promote quality customer service to the general public.

Develop and maintain an effective working relationship with the elected Board of Supervisors, the County Administrative Officer and County Counsel.

**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 professional land use related experience, including at least two years in a management or supervisory capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in planning, geography, architecture, landscape architecture, environmental studies, or closely related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

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: 12/04 (B/S 04-545, 546)
ASSISTANT PLANNER

DEFINITION
Performs responsible office and field work involving planning, zoning, and land use; provides staff support to Planning Advisory Committees, the Planning Commission, and the Board of Supervisors; reviews, assesses, and prepares reports concerning current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, and policies; prepares plans, reports, technical documents, and ordinances; and provides credible, accurate assistance to departmental clients. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. Employees learn and perform routine office and field duties associated with the Planning Department. Employees are given an increasing scope of responsibility and authority making recommendations within the range of basic functions and responsibilities commensurate with the duties associated with this position, but are subject to supervisory review before implementing recommendations.

SUPERVISION RECEIVED AND EXERCISED
This position receives general supervision from the Senior Planner or Deputy Planning Director and Planning Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Reviews, assesses, recommends, and reports on current planning and permit planning project applications.

Prepares staff reports, basic environmental reports, and other documents.

 Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, and Board of Supervisors.

Accurately and credibly answers inquiries by departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

Prepares correspondence, public hearing notices, and all associated reports and documents concerning assigned projects.

Conducts meetings with departmental clients regarding recommended conditions and application processing.

Conducts field reviews and prepares necessary documents in compliance with CEQA and County Environmental Review Process.

Performs site inspections on various planning projects and programs.

Accurately and credibly explains County codes related to planning, zoning, and land use matters. Reviews building permits for compliance with zoning ordinance. Reviews creation of the parcel for compliance with the Subdivision Map Act and County Subdivision Ordinance.

Provides assistance and support to other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects on which support is needed.
May be temporarily assigned to the County of Mariposa Local Agency Formation Commission.

Responds to complaints of regulatory violations associated with planning matters and prepares necessary investigation, evidence collection, correspondence, and reports to resolve a violation; works with other personnel as assigned in these matters.

Prepares other reports or completes projects as assigned.

Coordinates with other County, State and Federal agencies regarding the review of projects.

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

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Basic principles of planning and land use.

Basic principles of compiling data using geographic information systems (GIS).

Working knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws.

Basic knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act, California’s Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

A basic understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Basic principles, accepted practices, and techniques of planning.

Current and historic trends in Federal, State and local planning.

**Ability to:**

Learn the methods, practices, and procedures used in current or advanced planning.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Carry out the Departmental and County missions.

Learn the applicable State, Federal, and County planning laws, codes and regulations, and impacts of court decisions.

Learn to make clear, credible, and accurate presentations to various advisory groups, commissions and boards.
Understand and execute both oral and written instructions in a timely and accurate manner.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Collect and record technical planning data quickly and accurately.

Read and understand site plans, grading plans, landscape plans, and architectural elevations.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized 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:**
None required

**Education:**
High school or GED equivalency is required. Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or directly related courses.

**Additional Requirements:**
Possession of a valid California Driver's license.

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.
ASSOCIATE PLANNER

DEFINITION
Performs responsible office and field work involving planning, zoning, and land use; provides staff support to Planning Advisory Committees, the Planning Commission and the Board of Supervisors, and other boards, committees, or commissions; reviews, assesses, and prepares reports current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, resolutions, and policies; prepares plans, reports, technical documents, and ordinances; and provides credible, accurate assistance to departmental clients. Employees in this classification receive limited supervision within a framework of standard policies and procedures; employees are provided with assignments, resources, objectives, and deadlines—and are expected to independently carry out the work to be completed accurately and on time. This job class functions at a journey level of classification in this series, performing duties independently and exercising a significant degree of independent judgment. Employees are given a scope of responsibility and authority-making recommendations within the range of basic functions and responsibilities commensurate with the duties associated with this position and are accountable for the recommendations and actions selected.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Senior Planner or Deputy Planning Director and Planning Director.

ESSENTIAL FUNCTIONS
Reviews, assesses, recommends, and reports on current planning and permit planning project applications.

Prepares staff reports, basic environmental reports, and other documents.

Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, and Board of Supervisors.

Accurately and credibly answers inquiries by departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

Prepares correspondence, public hearing notices, site inspections, conducts meetings with project applicants concerning project conditions, meets with the public, and accurately completes all associated reports and documents concerning assigned projects.

Conducts meetings with departmental clients regarding recommended conditions and application processing.
Conducts field reviews and prepares necessary documents in compliance with CEQA and County Environmental Review Process. Performs site inspections on various planning projects and programs.

Accurately and credibly explains County codes related to planning, zoning, and land use matters.

Reviews building permits for compliance with zoning ordinance. Reviews creation of the parcel for compliance with the Subdivision Map Act and County Subdivision Ordinance.

Provides high level technical assistance and significant support to other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects on which support is needed.

May be assigned to serve as regular staff to a Planning Advisory Committee for its ongoing meetings and assist in the preparation of an area plan.

May be temporarily assigned to the County of Mariposa Local Agency Formation Commission.

Responds to complaints of regulatory violations associated with planning matters and prepares necessary investigation, evidence collection, correspondence, and reports to resolve a violation; works with other personnel as assigned in these matters.

Acts as liaison with other County, State and Federal agencies regarding the review of projects.

May be assigned to serve as the Department’s representative for collaborating planning efforts.

May oversee, coordinate, or direct support staff assisting on assigned projects.

May assist in the training of Planning Technicians and Assistant Planners.

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

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Advanced principles of planning and land use.

Basic principles of compiling data using geographic information systems (GIS).

Intermediate knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws; intermediate knowledge is distinguished by an ability to cite process, understand thresholds, and be able to explain and propose interpretation backed by appropriate citations.
Knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act and its implementation for the US Forest Service and National Park Service, California's Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

A clear understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Principles, accepted practices, and techniques of planning.

Current and historic trends in Federal, State and local planning.

**Ability to:**
Perform the methods, practices, and procedures used in current or advanced planning.

Make clear, credible, and accurate presentations to various advisory groups, commissions and boards.

Carry out the Departmental and County missions.

To use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Learn the applicable State, Federal, and County planning laws, codes and regulations, and impacts of court decisions.

Understand and execute both oral and written instructions in a timely and accurate manner.

Collect and record technical planning data quickly and accurately.

Establish and maintain effective work relationships with those contacted in the performance of require duties.

Communicate effectively in both oral and written forms.

Read and understand site plans, grading plans, landscape plans, and architectural elevations.

**MINIMUM QUALIFICATIONS**

**Experience:**
Two years of planning experience equivalent to an Assistant Planner.
County of Mariposa
Associate Planner
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**Education:**
High school or GED equivalency is required. Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or directly related courses.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
DEPUTY PLANNING DIRECTOR

DEFINITION
To plan, perform, organize, direct, supervise and administer the programs and activities of the Planning Division; to perform and manage programs and activities of the Local Agency Formation Commission; and to assist the personnel and financial administrator in the Planning Department. Employees in this classification receive minimal direction within a framework of overall objectives. Employees in this class, direct programs and activities for the Planning Department; and direct, supervise and formally evaluate the work of others. This is a working, mid-management level position responsible for accomplishment of administratively established goals and objectives through the application of initiative and professional experience.

SUPERVISION RECEIVED AND EXERCISED
This position is appointed and supervised by the Planning Director.

Exercise direction over professional, technical, clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Schedules and manages the meetings of Planning Advisory Committees, Planning Commission, and items directed to the Board of Supervisors; schedules hearings and prepares or supervises meeting agendas for Committees and Commissions.

Attends official hearings and meetings, credibly and accurately representing the Department regarding planning projects and programs. Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, and Board of Supervisors.

Provides information to the Department clients and supervises staff support to the Planning Department public counter.

Assists in the preparation and administration of the Planning Department budget.

Oversees administration and management of the Planning Department including correspondence, fiscal matters, personnel situations, intradepartmental projects and related projects.

Attends informal meetings concerning proposed development projects.

Prepares and reviews staff reports and other technical planning documents.

Directs, trains, supervises, evaluates, and approves the work of others.

Monitors permit functions for compliance with regulations and mandatory time frames.
Prepares, reviews, and serves as project manager for environmental documents (Negative Declarations and Environmental Impact Reports).
Assign, reviews, assesses, recommends, and reports on current planning and permit planning project applications.

Accurately and credibly interprets and answers inquiries by departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

Prepares correspondence, public hearing notices, and all associated reports and documents concerning assigned projects.

Serves as project manager and allocates resources of other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects.

Serves as regular staff to Planning Advisory Committees for ongoing meetings and prepares area plans.

May be temporarily assigned as the Executive Officer of the County of Mariposa Local Agency Formation Commission.

Supervises resolution of complaints of regulatory violations associated with planning matters.

 Acts as Department spokesperson with other County, State and Federal agencies regarding the review of projects.

Ensures supervised staff work within appropriate classifications.

Performs other related duties similar to the above in scope.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Advanced principles, accepted practices, and techniques of planning and land use.

Basic principles of compiling data using geographic information systems (GIS).

Advanced knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws; advanced knowledge is distinguished by an ability to cite cases, code sections’ content, process, defining thresholds, and ability to discern, explain, and propose interpretation backed by appropriate citations.

Advanced knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act and its implementation for the US Forest Service and National Park Service, California’s Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.
A clear understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Current and historic trends in Federal, State and local planning.

Principles and practices of supervision and training.

Management principles and techniques.

Research methodology and standard statistical methods and procedures as applied to use of socioeconomic and environmental data.

Financial, fiscal and personnel administration.

**Ability to:**
Manage and direct a Planning Department.

Hire, supervise, train, and evaluate staff.

Allocate resources to ensure timely completion of projects.

Determine appropriate research methodology for project studies and insure analysis is complete, credible, and accurate.

Make clear, credible, and accurate presentations to various advisory groups, commissions, and boards.

Carry out the Departmental and County missions.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Effectively assemble, organize, and present in written and/or oral form reports containing alternative solutions and recommendations relating to Planning Department projects.

Advise citizen groups and various boards and commissions concerning specific programs and projects.
Analyze situations and develop appropriate course of action.

Understand and execute both oral and written instructions in an accurate and timely manner. Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.
Understand and develop administrative processes and systems.

Promote quality customer service to the Department clients.

Read and understand site plans, grading plans, landscape plans, and architectural elevations.

**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:**
Four years of full-time professional land use planning experience of which two years shall have been at a level equivalent to a supervisory or management position in a public agency.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree, with course work in planning, public administration, architecture, landscape architecture, environmental studies, or directly related courses.

**Additional Requirements:**
Possession of a valid California driver's license.

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.
PLANNING TECHNICIAN

DEFINITION
To provide technical staff support of planning, zoning and land use projects; to prepare and maintain cartographic materials; to prepare reports and meeting packets on routine planning applications; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
 Receives general supervision from the Deputy Planning Director and Planning Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Collects, researches, reviews and organizes field and office data for the development of staff reports, analysis of planning elements, and/or development or modification of current land use policies.

Conducts project site visits to collect pertinent information regarding site conditions.

Performs general cartographic work, including preparing new maps, revising existing maps, and preparing maps and graphics for presentations.

Reviews project plans for completeness, accuracy and compliance with pertinent laws, regulations, codes and ordinances.

Prepares fee estimates for projects.

Reviews building permit applications for completeness, accuracy and compliance with regulations, policies and procedures.

Reviews legal descriptions of properties for accuracy.

Assists in the preparation of Planning Commission packets.

Assists Planners in processing and maintaining project records and reports, and in completing minor projects as assigned.

Receives and responds to public inquiries and requests for assistance at the front counter and over the telephone.

Duplicates maps and other documents for staff and the public as requested; collects and receipts related fees.

Performs general planning support work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.
Attends training, meetings and workshops as necessary to enhance job knowledge and skills.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
- Pertinent state and local laws, regulations, codes and ordinances.
- County and department policies and procedures.
- Basic principles of planning and land use.
- Nomenclature, symbols, methods and instruments used in map and drafting work.
- Legal documents, property descriptions, deeds, survey data and other source materials pertaining to the preparation and maintenance of maps.
- Techniques of graphic illustration.
- Computerized drafting software, applications and techniques.
- Principles and practices of record-keeping.
- Modern office practices and technology, including the use of computers for data and word processing.
- English usage, spelling, grammar and punctuation.
- Safe work practices.

**Ability to:**
- Understand, interpret and apply local laws, ordinances, requirements and regulations related to planning and mapping activities.
- Understand and carry out written and oral instructions.
- Demonstrate meticulous drafting skill; prepare and interpret detailed maps, drawings, charts and plans.
- Analyze and interpret related legal documents. Locate and read property descriptions.
- Compute areas and closures from property descriptions and maps. Make required mathematical calculations rapidly and accurately.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing. Prepare and maintain accurate work records and reports.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work, traverse uneven terrain, lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized 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:**
Two years of experience in a planning-related field and/or general cartographic drafting.

**Education:**
High school or GED equivalency is required. Completion of two years of college with major course work in planning, geography, architecture, economics, environmental studies or a related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.
DEFINITION
Performs responsible office and field work involving planning, zoning, and land use; supervises and assigns the work of planning staff; provides staff support to Planning Advisory Committees, the Planning Commission, Board of Supervisors and other boards, commissions, and committees; interprets Department plans, codes, regulations in the absence of the Director and Deputy Director; reviews, assesses, and prepares reports for current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, resolutions, and policies; prepares plans, reports, technical documents, and ordinances; provides credible, accurate assistance to departmental clients; and performs the more complex planning and project management assignments for the County. Employees in this classification receive broad general direction of objectives to be accomplished, minimal supervision within a broad framework of policies and procedures, and are responsible for understanding and procuring necessary resources to complete tasks in a timely manner. Employees in this classification may assign, coordinate, and supervise the work of others.

SUPERVISION RECEIVED AND EXERCISED
This position receives general supervision from the Deputy Planning Director or Planning Director.

Exercises lead direction over Assistant Planner, Associate Planner, and Planning Technician as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
May supervise planning functions of the Planning Department.

May direct train, and supervise the work of others as assigned.

Prepares Planning Commission meeting agendas under direction of Deputy Planning Director.

Monitors permit functions for compliance with regulations and mandatory time frames.

Prepares, reviews, and serves as project manager for environmental documents (Negative Declarations and Environmental Impact Reports).

Reviews, assesses, recommends, and reports on current planning and permit planning project applications; Prepares correspondence, public hearing notices, and all associated documentation.

Reports and documents concerning assigned projects; Conducts meetings with Departmental clients regarding recommended conditions and application processing; prepares and reviews staff reports and completes projects as assigned.
Reviews and approves work of other planners.

 Prepares staff reports, basic environmental reports, and other documents.

 Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, and Board of Supervisors.

 Accurately and credibly answers inquiries by Departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

 Conducts field reviews and prepares necessary documents in compliance with CEQA and County Environmental Review Process.

 Performs site inspections on various planning projects and programs.

 Accurately and credibly explains County codes related to planning, zoning, and land use matters.

 Reviews building permits for compliance with zoning ordinance. Reviews creation of the parcel for compliance with the Subdivision Map Act and County Subdivision Ordinance.

 Serves as project manager and allocates resources of other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects.

 Serves as regular staff to Planning Advisory Committees for ongoing meetings and prepares area plans.

 May be temporarily assigned to the County of Mariposa Local Agency Formation Commission.

 Respond to complaints of regulatory violations associated with planning matters and prepares necessary investigation, evidence collection, correspondence, and reports to resolve a violation; works with other personnel as assigned in these matters.

 May assign, prioritize and review project applications.

 Acts as liaison or committee member with other County, State and Federal agencies regarding the review of projects.

 May be assigned to serve as the Department’s representative for collaborating planning efforts.

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

 **EMPLOYMENT STANDARDS**

 **Knowledge of:**

 Advanced principles, accepted practices, and techniques of planning and land use. Basic principles of compiling data using geographic information systems (GIS).
Advanced knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws; advanced knowledge is distinguished by an ability to cite cases, code sections’ content, process, defining thresholds, and ability to discern, explain, and propose interpretation backed by appropriate citations.

Knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act and its implementation for the US Forest Service and National Park Service, California’s Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

A clear understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Current and historic trends in Federal, State and local planning.

Principles and practices of supervision and training.

Supervising staff ensuring work is within appropriate job classifications.

**Ability to:**
Supervise and train others.

Perform the more complex technical planning work.

Manage projects, resources, and budgets.

Make clear, credible, and accurate presentations to various advisory groups, commissions, and boards.

Carry out the Departmental and County missions.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Analyze situations and develop appropriate courses of action.

Understand and execute written and oral instructions in a timely and accurate manner.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.
Read and understand site plans, grading plans, landscape plans, and architectural elevations.

**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:**
Three years of land use planning experience, of which one year shall be in a public agency.

**Education:**
High school or GED equivalency is required. Graduation from an accredited four year college or university with major course work in planning, architecture, landscape architecture, public administration, environmental studies, or directly related courses.

**Additional Requirements:**
Possession of a valid California Driver's license.

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.
CHIEF PROBATION OFFICER

DEFINITION
To plan, direct and evaluate the programs and activities of the Probation Department, including operation of Juvenile Hall; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives policy direction from the Presiding Judge of the Superior Court and Juvenile Court Judge. Appointed by and serves at the pleasure of the presiding judge.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all programs and activities of the Probation Department.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures in accordance with guidelines issued by the Superior Court, Board of Supervisors and County administration.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Prepares and administers the department budget; prepares and administers grants for program / program funding.

Selects, trains, supervises, motivates and evaluates the performance of department management, professional, technical and clerical personnel; provides advice and assistance as needed; provides for adequate staff training; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with applicable policies and procedures; determines and monitors follow-up actions required.

Plans, implements and monitors a variety of state and federally funded programs; participates in a variety of collaborative programs related to community safety and client services.

May perform casework and investigation services as needed.

Assists subordinates in making difficult decisions in complex, sensitive or controversial case situations.
Cooperates with various state agencies as appropriate to ensure program goals are being met; analyzes the effect that federal and state legislation, rules, policies and procedures will have on County programs; recommends and implements administrative and operational changes as necessary.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer, Board of Supervisors, and the judges of the Superior Court.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Represents the department to the news media, and makes other public presentations.

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

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County policies and procedures.

Principles and procedures used in planning, evaluating and administering a County probation program.

Principles and practices of adult and juvenile probation work.

Proper methods and procedures involved in casework.

Interviewing methods.

Judicial / court processes and procedures.

State and federal funding mechanisms for probation and juvenile programs.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing and records management.
English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Provide administrative and professional leadership for the Probation Department.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Develop, implement and interpret goals and procedures for providing effective and efficient probation programs.

Research, analyze and evaluate new department programs.

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

Analyze investigative materials and make proper deductions.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and financial reports; maintain detailed records.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.
TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties; lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally; 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 and police-issue 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. Requires the strength and stamina to perform law enforcement duties, including handling firearms and making arrests.

MINIMUM QUALIFICATIONS
Experience:
Six years of increasingly responsible experience as a probation, parole or corrections officer, including at least three years in a supervisory or management capacity; or four years at or above the Deputy Probation Officer III level in Mariposa County. Experience must have included fiscal and program management of adult and/or juvenile programs.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in sociology, criminology, corrections, social services, psychology or closely related field.

Additional Requirements:
Possession of a valid California driver’s license.

Completion of the Probation Management Training course as required by Standards in Training for Corrections (S.T.C.) within one year of appointment.

Ability to pass a background investigation and psychological evaluation prior to appointment.

PC 832 Arrest, Search, and Seizure training.

Firearms Training required if armed.

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.
ASSISTANT CHIEF PROBATION OFFICER

DEFINITION
To assist in planning, coordinating and directing the programs and activities of the Probation Department, including adult and juvenile probation services; to supervise and evaluate the work of subordinate staff; to participate in all aspects of probation casework and fieldwork duties; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Chief Probation Officer.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in the overall coordination, administration and supervision of field and office functions of the Probation Department.

May assist in the development and implementation of departmental policies and procedures, goals and objectives.

Trains, supervises and evaluates the performance of professional, technical and clerical personnel as assigned; provides advice and assistance as needed; recommends and implements disciplinary processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with applicable policies and procedures; determines and monitors follow-up actions required.

May assist in the preparation and management of the department budget.

Assesses, investigates, reports and presents cases concerning adult and juvenile offenders; performs physical searches of offenders and their residences; testifies and presents departmental recommendations for sentencing in court; assesses client needs and develops case plans to ensure compliance with court orders; monitors probationers’ performance; investigates, interrogates and arrests probation violators as required.

Assists subordinates in making difficult decisions in complex, sensitive or controversial case situations.

May oversee the daily operations of Juvenile Hall, ensuring compliance with applicable laws, regulations, policies, procedures, and standards of safety.

Responds to and resolves inquiries, requests for assistance and complaints in areas of responsibility.

Assists in coordinating department activities and programs with those of other law enforcement agencies, County departments and divisions, and other agencies as appropriate.
May represent the Chief Probation Officer and the department at meetings and other functions as necessary.

Reviews and keeps informed of current major court decisions and legislation that relate to probation programming and community safety.

May prepare or assist in the preparation of grant requests, surveys, statistical and other reports.

Performs general administrative / office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, reviewing mail and literature, ordering supplies and equipment, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
- Pertinent federal, state and local laws, regulations, codes and ordinances.
- County and departmental policies and procedures.
- Principles and practices of adult and juvenile probation work.
- Principles of applied psychology and human behavior and their relationship to the causes, extent and control of crime and delinquency.
- Casework, case planning and management, including intervention and modification strategies.
- Interviewing methods.
- Types and services of public and private assistance / support agencies available to probationers.
- Principles and practices of law enforcement.
- Judicial / court processes and procedures.
- Principles of supervision, training and performance evaluation.
- Budget preparation and administration practices.
- Report and business letter preparation techniques.
- Modern office practices and technology, including the use of computers for word processing and records management.
- English usage, spelling, grammar and punctuation.
- Safe work practices.
- Use of firearms.
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Assistant Chief Probation Officer
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Public / community relations techniques.

Ability to:
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Train, supervise and evaluate the work of subordinate staff.

Understand and follow complex written and oral instructions.

Exercise sound, independent judgment with minimal supervision.

Exercise skilled judgment in the assessment and treatment of probationers.

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

React quickly and calmly in emergency situations.

Prepare clear and concise reports; maintain detailed records.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment; worker drives on surface streets or isolated dirt road areas and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence, above average noise.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties; operate a motor vehicle; lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally; 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 and police-issue 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. Requires the strength and stamina to perform law enforcement duties, including handling firearms and making arrests.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible experience as a probation, parole or corrections officer, including at least two years in a lead supervisory or management capacity; or three years at or above the Deputy Probation Officer III level in Mariposa County.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in sociology, criminology, corrections, social services, psychology or closely related field.

**Substitution**
Relevant work experience may be substituted on a year for year basis for the education.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of certificate of completion of 200 hours of Probation Officer Core as required by Standards in Training for Corrections (S.T.C.) certification as a Deputy Probation Officer.

Completion of, or the ability to complete within one year of employment, the Probation Manager’s Core Training course as required by Standards in Training for Corrections (S.T.C.).

Ability to pass a background investigation and psychological evaluation prior to appointment.

PC 832 Arrest, Search, and Seizure training.

Firearms Training required if armed.

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.
DEPUTY PROBATION OFFICER I / II

DEFINITION
To investigate adult and juvenile cases for probation; to provide professional casework services to adult and juvenile offenders placed on probation and monitor probationers' activities to ensure compliance with court orders; to represent the department in court hearings; and to perform related duties and responsibilities as required.

Deputy Probation Officer I is the entry level classification in the series. Initially under close supervision, incumbents perform a variety of professional casework duties while learning County policies and procedures. This classification is flexibly staffed with Deputy Probation Officer II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Deputy Probation Officer II.

Deputy Probation Officer II is the journey-level classification in the series. Incumbents receive general supervision within a framework of standard policies and procedures. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing complex casework.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Deputy Chief or Chief Probation Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS
Compiles, investigates, verifies and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers; interviews probationers, family members and other involved individuals to obtain additional pertinent case information.

Assesses client needs; develops and recommends to the court case plans to ensure probationers' compliance with court orders; interprets plans to probationers, family members and other interested individuals.

Presents departmental recommendations for sentencing in court.

Arranges for and monitors placement of probationers in rehabilitation and/or treatment programs such as community service work, group homes, foster care, Alcoholics Anonymous, etc., to facilitate social adjustment.

Intervenes in crisis situations; counsels families and communicates with involved community and/or private agencies; makes referrals to service providers as required.

Monitors probationers' performance and makes recommendations regarding probation modification, revocation, termination or arrest as necessary.
Monitors and investigates clients at their homes, places of employment and other locations as necessary; conducts drug / alcohol testing of probationers as appropriate; conducts personal searches and searches of probationers' property and residences as necessary to ensure officer safety and to investigate non-compliance with court orders.

Arrests probationers and assists law enforcement agencies in searches and seizures as required.

Appears and/or testifies in court for detention, jurisdictional, disposition and/or violation of parole hearings; attends special and/or annual reviews and/or sealing of records.

Transports adult and/or juvenile probationers to and from court and other locations as necessary.

Conducts interviews and/or background investigations for civil court matters, such as stepparent adoptions and custody suits.

Prepares and processes expungement requests.

Prepares and files necessary legal documents related to cases, including petitions, case reviews, sealing of records requests, etc.

Provides assistance to victims of crime as needed.

Assists with special departmental programs or projects.

Responds to and resolves inquiries, requests for assistance and complaints in areas of responsibility.

Performs general office work as required, including preparing reports and correspondence, attending meetings, compiling data for reports, copying and filing documents, entering and retrieving computer data, scheduling appointments, answering the telephone, etc.

*Deputy Probation Officer II:* (In addition to the above)
May assist with staff training and/or provide lead direction as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Deputy Probation Officer I:*
Basic principles of applied psychology and human behavior.

Methods and techniques of interviewing.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing and records management.
English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.

_Deputy Probation Officer II:_ (In addition to the above)
Pertinent federal, state and local laws, regulations, codes and ordinances.

County and departmental policies and procedures.

Principles and practices of adult and juvenile probation work.

Casework, case planning and management, including intervention and modification strategies.

Types and services of public and private assistance / support agencies available to probationers.

Principles and practices of law enforcement.

Judicial / court processes and procedures.

**Ability to:**

_Deputy Probation Officer I:_

Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Understand and follow complex written and oral instructions.

React quickly and calmly in emergency situations.

Prepare clear and concise reports; maintain detailed records.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Maintain detailed records and prepare clear, concise reports.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.
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Deputy Probation Officer II: (In addition to the above)
Interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Exercise sound, independent judgment with minimal supervision.

Provide effective case management.

Analyze written and verbal reports, draw appropriate conclusions, and develop recommendations and action plans.

Make effective public presentations.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence, above average noise.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties; operate a motor vehicle; lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally; 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 and police-issue 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. Requires the strength and stamina to perform law enforcement duties, including handling firearms.

MINIMUM QUALIFICATIONS
Experience:
Deputy Probation Officer I:
None required.

Deputy Probation Officer II:
One year of increasingly responsible experience as a probation, parole or corrections officer; or one year as a Deputy Probation Officer I in Mariposa County.

Education: (Both Deputy Probation Officer I and II)
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in sociology, criminology, corrections, social services, psychology or closely related field.
Substitution: (Both Deputy Probation Officer I and II)
Relevant work experience may be substituted on a year-for-year basis for the education.

Additional Requirements:
Possession of a valid California driver’s license.
Possession of a certificate of completion for 200 hours of Basic Probation Officers coursework.
Ability to pass a background investigation and psychological evaluation prior to appointment.
PC 832 Arrest, Search, and Seizure training.
Firearms Training required if armed.

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.
DEPUTY PROBATION OFFICER III

DEFINITION
To investigate adult and juvenile cases for probation; to provide professional casework services to adult and juvenile offenders placed on probation and monitor probationers' activities to ensure compliance with court orders; to hand special caseloads and major department projects and/or programs as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Deputy Chief or Chief Probation Officer.

Exercises lead direction over professional, technical and clerical staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assesses, investigates, reports and presents cases concerning adult and/or juvenile offenders applying for probation.

Assesses client needs and develops case plans to ensure compliance with court orders.

Testifies and presents departmental recommendations for sentencing in court.

Monitors probationers' performance and makes recommendations regarding probation modification, revocation, termination or arrest as necessary.

Monitors and investigates clients at their homes, places of employment and other locations as necessary.

Remains on-call as scheduled for after-hours / weekend duties.

Leads or assists in special departmental programs or projects.

Responds to and resolves inquiries, requests for assistance and complaints in areas of responsibility.

May represent the department at meetings and other functions as necessary; prepares and makes public presentations as required.

Provides training and lead direction of assigned staff; provides advice and assistance as needed.

Conducts background investigations on department job applicants as directed.

May serve as training officer, ensuring all department officers remain current with mandatory training; maintains training records and prepares related reports.
May assist in supervising the daily operations of Juvenile Hall if assigned; assists with juvenile intake, counseling and referral.

May prepare or assist in the preparation of grant requests, surveys, statistical and other special reports.

Performs general office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:

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

County and departmental policies and procedures.

Principles and practices of adult and juvenile probation work.

Principles of applied psychology and human behavior and their relationship to the causes, extent and control of crime and delinquency.

Casework, case planning and management, including intervention and modification strategies.

Interviewing methods.

Types and services of public and private assistance / support agencies available to probationers.

Principles and practices of law enforcement.

Judicial / court processes and procedures.

Principles of staff training and leadership.

Report and business letter preparation techniques.

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

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.
Ability to:
Interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Provide staff training and leadership as assigned.

Understand and follow complex written and oral instructions.

Exercise sound, independent judgment with minimal supervision.

Exercise skilled judgment in the assessment and treatment of probationers.

Provide effective case management.

Analyze written and verbal reports, draw appropriate conclusions, and develop recommendations and action plans.

React quickly and calmly in emergency situations.

Prepare clear and concise reports; maintain detailed records.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, laboratory solvents and chemicals, skin irritants, violence, above average noise.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk and intermittently walk, stand, stoop, kneel, crouch, climb, run, balance and reach while performing office and field duties; operate a motor vehicle; lift and/or move weights of up to 25 pounds frequently and over 40 pounds occasionally; 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 and police-issue 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. Requires the strength and stamina to perform law enforcement duties, including handling firearms and making arrests.

**MINIMUM QUALIFICATIONS**

**Experience:**
Three years of increasingly responsible experience as a probation, parole or corrections officer; or two years as a Deputy Probation Officer II level in Mariposa County.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in sociology, criminology, corrections, social services, psychology or closely related field.

**Substitution:**
Relevant work experience may be substituted on a year-for-year basis for the education.

**Additional Requirements:**
Possession of a valid California driver’s license.

Possession of a certificate of completion for 200 hours of Basic Probation Officers coursework.

Completion of or the ability to complete additional training as required by Standards in Training for Corrections (S.T.C.).

Ability to pass a background investigation and psychological evaluation prior to appointment.

PC 832 Arrest, Search, and Seizure training.

Firearms Training required if armed.

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.
JUVENILE SUPERVISOR

DEFINITION
To assist with the care, welfare, custody and rehabilitation of juvenile detainees in the County’s juvenile detention facility; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Deputy Chief Probation Officer or designee and Chief Probation Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists with planning, organizing and supervising a program of work, study and recreation for delinquent or emotionally disturbed detainees in the County’s Juvenile Hall.

Oversees activities such as housekeeping chores, meals, arts and crafts, and sports.

Supervises visitor activities.

Issues clothing; provides for detainees’ personal hygiene and health needs.

Instructs and maintains good discipline of detainees.

Remains alert for potential problems and takes measures to reduce tension and avoid violence.

Assists with the conduct of individual, group and family counseling and discussions.

Observes and records information on detainee behavior, attitude, appearance, interests and skills.

May assist Deputy Probation Officers in the development of treatment plans for detainees.

Assists with the admission and release of juvenile detainees.

May make field visits with deputy probation officers and assist in search and seizure, if required, with minors placed on home detention.

Contacts parents, Deputy Probation Officers, law enforcement personnel, and others as required.

Obtains and processes urine samples.

Maintains necessary logs and reports.

Performs general office work as required, including maintaining logs and records, preparing reports, attending meetings, copying and filing documents, answering the telephone, etc.
EMPLOYMENT STANDARDS

Knowledge of:
Behavior problems of juveniles.

Basic knowledge of the care and custody of juvenile detainees.

Health and personal hygiene methods.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.

Modern office procedures and equipment.

Ability to:

Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Learn and apply the methods, procedures and practices used in the care, custody and detention of juveniles.

Respond constructively to juvenile detainee behavior problems, and gain their cooperation when possible.

Supervise a group of juvenile detainees in work, meal and recreational activities.

Learn to anticipate and prevent acts of violence to persons and property.

React quickly and calmly in emergency situations.

Understand and follow written and oral instructions.

Maintain detailed records and prepare routine reports as required.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.
TYPICAL WORKING CONDITIONS
Work is performed in an office environment and detention facility; worker occasionally drives on surface streets and dirt roads in isolated areas and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, odors, fumes/dust, violence, above average noise.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office environment and detention facility. Requires the ability to sit at desk and intermittently walk, stand, run, bend, squat, twist and reach while performing office duties and/or juvenile supervision; lift and/or move up to 25 pounds of weight frequently and over 40 pounds of weight occasionally; perform simple grasping and fine manipulation. 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. Requires the strength and stamina to perform juvenile supervision duties, including restraining juveniles as necessary.

MINIMUM QUALIFICATIONS
Experience:
None required.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of Juvenile Supervisor CORE certification required for permanent part-time and full-time positions.

Possession of or the ability to obtain within 40 work hours of appointment a valid CPR / First Aid certificate.

Must be at least 18 years of age at time of appointment.

Ability to pass a background investigation and psychological evaluation prior to appointment.

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.
DIRECTOR OF PUBLIC WORKS

DEFINITION
To plan, coordinate, direct and supervise the administration and operation of the Public Works Department; to oversee the programs and activities of multiple department divisions through subordinate managers; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over subordinate managers of Public Works divisions.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, organizes, administers and supervises all programs and activities of the Public Works Department and its divisions, including the Road Division, County Engineer / Surveyor Office, Solid Waste Division, County Airport, Building Maintenance Division, Vehicle Maintenance Division, and Special Districts.

Develops, recommends, implements and evaluates cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers department budgets; reviews and approves expenditures.

Selects, trains, supervises, motivates and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees and ensures proper management of all major Public Works projects.

Reviews and approves engineering documents, including bid plans and specifications.

Performs professional engineering design and calculations.

Reviews and approves various contracts for construction, various services and consultation.
Administers the County’s road system; determines improvements needed and develops an effective and efficient road work program in conjunction with the Road Superintendent.

Coordinates department activities and services with other County and municipal departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department policies, programs and projects.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County government organization, policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.

Principles and techniques of planning, implementing and financing public works projects.

Principles of civil engineering design and engineering mathematics.

Recent developments, current literature and sources of information related to public works operations and administration.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.
Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Plan, organize and direct the operations of a comprehensive public works department.

Supervise and perform professional engineering design and calculations.

Select, train, plan, organize and supervise the work of subordinate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

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

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Prepare clear and concise administrative reports.

Prepare and administer budgets.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Effectively resolve conflicts and difficult and sensitive issues.
Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, grease/oil, odors. Worker is subject to unusual fatigue from irregular working hours.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field 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 administrative experience in public works, construction management or a closely related field, including at least two years at a level equivalent to an Assistant Director of Public Works in Mariposa County.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor’s degree in civil engineering or a closely related field.

**Additional Requirements:**
Possession of a valid California driver’s license.

Registration as a Professional Civil Engineer in California.

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.
ASSOCIATE ENGINEER

DEFINITION
To perform a wide variety of difficult field and office civil engineering work involved in the design, construction and maintenance of County public works projects; to perform traffic engineering and transportation planning work; to provide technical direction to other County personnel and contractors regarding public works construction methods, materials and requirements; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher-level professional civil engineers and Public Works Director.

May coordinate, assign and review the work of subordinate technical and professional engineers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs complex office and field engineering work related to the design, construction and maintenance of County roads, bridges, sanitation facilities and drainage systems, water systems and other public works projects.

Conducts special technical studies and investigations related to public works construction projects; determines project feasibility by analyzing structures, roads, highways and other project sites for economic, environmental, engineering, legal and other considerations.

Coordinates, oversees and participates in the work of field survey parties in securing needed data and information prior to actual construction operations.

Reviews and prepares engineering plans, drawings and specifications for public works construction projects; performs technical drafting work as required.

 Defines project scope, and prepares estimates of the cost and quantity of materials needed for projects.

Obtains permits, rights-of-way and easements and coordinates the purchase of properties needed for assigned projects.

Develops project budgets; performs project cost accounting.

May prepare applications for state and/or federal funding for public works projects.

Serves as lead engineer on assigned projects; coordinates, supervises and reviews the work of assigned staff or outside contractors and consultants for compliance with established engineering plans, specifications and legal standards; recommends changes in design and construction as necessary and prepares change orders.

Reviews field and laboratory tests of construction materials.

Inspects damaged structures and estimates repair costs.
Performs transportation planning functions in consultation with the Local Transportation Commission and other County staff.
Oversees and manages contract transit operators, and coordinates with the County transit program.

Monitors and corrects any visual or physical obstructions on or adjacent to County Airport approach surfaces.

Oversees landscape maintenance on project sites.

Reviews land development improvement plans for compliance with County codes, policies and standards, and provides engineering advice to County Planning and Building departments’ staff.

Assists in coordinating division activities and services with other County and municipal divisions, departments and other agencies as appropriate.

receives and responds to inquiries, requests for assistance, concerns and complaints from contractors, developers, property owners, other agencies, and other groups and individuals regarding division policies, programs and projects.

Represents the division at technical meetings and public gatherings and before the Board of Supervisors; makes other public presentations as required.

Prepares comprehensive reports and maintains accurate and up-to-date records.

Performs general administrative / clerical work as required, including preparing correspondence, entering and retrieving computer data, attending meetings, copying and filing documents, etc.

**EMPLOYMENT STANDARDS**

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

County and department policies and procedures.

Theories, principles and practices of civil engineering, construction and land surveying.

Techniques and equipment used in surveying, engineering and construction work.

Strength, properties and use of engineering construction materials and methods of testing such materials.

Project management principles and practices, including cost estimation, budget preparation, bidding processes and contract administration.

Construction inspection methods and equipment.

Engineering mathematics.

Basic principles of training and supervision.
Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, computer-assisted drafting and design, spreadsheet preparation and database management. English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Perform professional engineering design and calculations.

Coordinate, assign and review the work of others in a lead capacity.

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

Develop and coordinate master planning for public works projects.

Provide effective project management.

Prepare and administer project budgets.

Generate designs for roadways and other public works projects, using computer-assisted and manual design techniques.

Inspect construction projects and enforce compliance with all regulations, plans and specifications.

Read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data.

Establish priorities and work under stress to meet deadlines. Prepare clear and concise technical and administrative reports.

Establish and maintain project files and records, including financial records.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Interpret complex division projects and programs to the public.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, working at heights. Worker may be subject to fatigue from irregular working hours.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office field 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:**
Four years of increasingly responsible experience in public works engineering, including at least one year of experience in project management and in performing work in a lead capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely related field.

**Additional Requirements:**
Possession of a valid California driver's license.

Certification as an Engineer-in-Training as issued by the California Board of Registration for Professional Engineers and Land Surveyors.

Professional registration as a Civil Engineer in the State of California is desirable.

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.
JUNIOR ENGINEER

DEFINITION
To perform a wide variety of routine field and office civil engineering work which includes the preparation of plans, specifications and cost estimates for County public works projects; to review less complex engineering plans, specifications and land use proposals prepared by others; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
 Receives immediate supervision from higher-level professional civil engineers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs routine office and field engineering work related to the design, construction and maintenance of County roads, bridges, sanitation facilities and drainage systems, water systems and other public works projects.

Prepares and/or assists in preparing engineering calculations, specifications, estimates and contracts for public works projects.

Prepares project designs, drawings, maps, charts and diagrams using computer-assisted and manual techniques.

Directs, reviews and/or participates in the work of field survey parties.

May assist in gathering and analyzing data related to site drainage concerns.

May assist in determining project feasibility by analyzing structures, roads, highways and other project sites for economic, environmental, engineering, legal and other considerations.

Obtains permits for assigned projects.

Assists in inspecting projects under construction for compliance with regulations, plans and specifications.

Conducts and/or reviews routine field and laboratory tests of construction materials; prepares related records and reports.

Inspects damaged structures and estimates repair costs.

Assists in reviewing plans and specifications prepared by other agencies and private land developers for compliance with existing County regulations, codes and standards, and for adequacy of drainage and road improvements.
Reviews land development improvement plans for compliance with County codes, policies and standards.

Receives and responds to routine inquiries, requests for assistance, concerns and complaints from contractors, developers, property owners, other agencies, and other groups and individuals regarding division policies, programs and projects.

Represents the division at technical meetings and public gatherings as required.

Performs general administrative/clerical work as required, including preparing reports and correspondence, maintaining records, entering and retrieving computer data, attending meetings, copying and filing documents, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department policies and procedures.

Theories, principles and practices of civil engineering, construction and land surveying as applied to public works projects.

Techniques and equipment used in surveying, engineering and construction work.

Strength, properties and use of engineering construction materials and methods of testing such materials.

Construction inspection methods and equipment.

Engineering mathematics.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, computer-assisted drafting and design, spreadsheet preparation and database management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public/community relations techniques.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.
Understand and follow complex oral and written instructions.

Prepare basic civil engineering designs using computer-assisted and manual techniques.

Prepare accurate project drawings, maps, cost estimates and specifications.

Operate precision survey instruments.

Inspect construction projects and enforce compliance with all regulations, plans and specifications.

Perform routine tests and analyses on construction material samples.

Read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data.

Review engineering plans and specifications prepared by others.

Establish priorities and work under stress to meet deadlines.

Prepare clear and concise technical and administrative reports.

Establish and maintain project files and records; prepare neat and accurate field notes.

Perform mathematical computations quickly and with accuracy.

Effectively use computers for word processing, database management, spreadsheet preparation and specialized engineering functions.

Interpret division projects and programs to the public.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, working at heights. Worker is subject to unusual fatigue from irregular working hours.
TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field 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:
None required.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely related field.

Additional Requirements:
Possession of a valid California driver's license.

Certification as an Engineer-in-Training as issued by the California Board of Registration for Professional Engineers and Land Surveyors.

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: 12/04 (B/S 04-545, 546)
COUNTY SURVEYOR

DEFINITION
To coordinate, supervise and participate in complex technical and professional survey work related to County public works and land development projects; to supervise and evaluate the work of assigned Engineering Technicians; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assistant Director of Public Works – Operations and Public Works Director.

Exercises direct supervision over Engineering Technicians.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in complex, professional surveying work related to public works, planning and land development projects.

Trains, supervises and evaluates the work of assigned Engineering Technicians; offers advice and assistance; implements disciplinary actions as necessary.

Assists with annual department budget preparation; tracks expenditures.

Recommends the purchase of supplies, tools and equipment as needed for survey work; maintains inventory of supplies and equipment.

Receives and reviews maps, legal descriptions and related documents for technical correctness and compliance with federal, state and local laws, regulations and guidelines.

Signs, stamps and records maps, legal descriptions and related documents in the Office of the County Recorder.

Reviews proposed subdivisions, land divisions, lot line adjustments, and other projects submitted to the Planning Department; makes recommendations to department staff and the Planning Commission for approval or denial based on compliance with County ordinances and policies.

Researches existing maps, plans, deeds, easements and other land records.

Supervises and participates in the collection of field survey data; sets up, adjusts and operates surveying equipment; prepares field notes and drawings; performs field surveying for roadway, bridge and other projects.
County of Mariposa
County Surveyor
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Prepares and supervises the preparation of surveys, maps and legal descriptions of real property and rights-of-way for County projects; performs calculations, mapping and drafting work using both manual and computer-assisted methods.

Scans recorded maps for inclusion in automated database.

Prepares comprehensive reports and maintains accurate records.

Receives and responds to complex technical inquiries from engineers, surveyors, developers, County staff and members of the public regarding map check outcomes, property ownership and boundaries, monumentation and easement locations, relevant federal/state/local laws and County policies and procedures.

Represents the Public Works Department at meetings in matters related to surveying.

Performs general administrative / clerical work as required, including preparing reports and correspondence, entering and retrieving computer data, attending meetings, copying and filing documents, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department policies and procedures.

Principles of training and supervision.

Principles, practices and procedures of land surveying, land development and mapping.

Principles of algebra, geometry and trigonometry as used in office and field survey analysis.

General principles and practices of civil engineering.

Computerized mapping and drafting technologies; other computer applications and software used to process field data.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, spreadsheet preparation and database management.

English usage, spelling, grammar and punctuation.

Safe work practices.
Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow complex oral and written instructions.

Operate and maintain precision survey instruments and engineering calculators.

Perform complex mathematical computations quickly and accurately.

Read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data.

Review engineering plans and specifications prepared by others.

Effectively train, supervise and review the work of others.

Establish priorities and work under stress to meet deadlines.

Effectively use computers for word processing, database management, spreadsheet preparation and specialized mapping and drafting functions.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise technical reports, field notes and correspondence.

Make presentations to various groups.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes and dust. Worker may be subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for
making observations, communicating with others, reading and writing, and operating office and specialized field 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:
Four years of increasingly responsible professional land surveying experience, including one year in a supervisory capacity.

Education:
High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering, land surveying or a closely related field is highly desirable.

Additional Requirements:
A valid certificate of registration as a Professional Civil Engineer issued by the State of California or a valid Land Surveyor license issued by the State of California, and a valid California driver's license.

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: 12/04 (B/S 04-545, 546)
ENGINEERING TECHNICIAN TRAINEE

DEFINITION
To learn and perform a variety of field and office technical engineering work in support of surveying, materials testing, drafting and design activities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives immediate supervision from higher-level technical and professional engineers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Researches existing maps, plans, plats, deeds, easements and other land records.

Learns and performs field survey work, including establishing lines, angles, distances and elevations for topographic, property and construction surveys.

Learns and operates equipment on an engineering field survey party.

Learns and performs routine engineering and surveying calculations.

Learns and performs both manual and computer-assisted drafting to support design work.

Learns and performs sample extraction for laboratory and field tests of construction materials.

Assists in identifying suitable contractors for various Public Works projects.

Assists in inspecting Public Works projects for compliance with applicable regulations, plans, specifications and standards.

Prepares and maintains accurate records and reports; labels and records all project maps, plans and other documents.

Receives and responds to inquiries and requests for assistance regarding department projects, procedures and regulations.

Performs general clerical work as required, including entering and retrieving computer data, attending meetings, copying and filing documents, compiling data for reports, obtaining price quotes and ordering supplies, etc.

EMPLOYMENT STANDARDS
Knowledge of:
General mathematics, including high school algebra and/or geometry.
Modern office practices and technology, including the use of computers for word processing and data entry.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions.

Learn the operation of surveying instruments.

Assist in the preparation of accurate and complete notes, sketches, plans and reports.

Learn to perform manual and computer-assisted drafting associated with engineering design projects.

Learn to operate computer software used for department operations.

Learn and perform mathematical calculations quickly and accurately.

Learn to read and understand technical and legal documents, technical drawings and plans, maps and other data.

Perform at the level required of an Engineering Technician I after one year of experience.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction and equipment hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, odors, skin irritants, working at heights.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and
reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field 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:**
None required.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California operator’s license.

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: 12/04 (B/S 04-545, 546)
FACILITIES MAINTENANCE MANAGER

DEFINITION
To plan, coordinate, supervise and participate in the safe and sanitary construction, maintenance and operation of County buildings, grounds, parks and special districts facilities, including water and wastewater systems; to ensure County compliance with related laws, regulations and standards; to supervise and evaluate the work of subordinate personnel; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Assistant Director of Public Works – Support Services or Public Works Director.

 Exercises direct supervision over Facilities Maintenance Foreman and Supervising Custodian.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in the safe and sanitary construction, maintenance and operation of County buildings, grounds, parks and special districts facilities, including water and wastewater systems.

Assists in the preparation of the annual budget for the division; implements budget control policies and procedures, and assists in the establishment of a fee structure for services provided by the division.

Trains, supervises, motivates and evaluates the performance of division personnel; implements disciplinary processes as necessary.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees the construction, maintenance, cleaning and operation of County buildings, grounds and parks facilities.

Provides advice and recommendations to supervisor and other County personnel regarding facilities and grounds maintenance and development programs; provides technical guidance and direction to employees in maintenance work methods, materials, standards and operations.

Develops and implements preventive maintenance policies and schedules.

Inspects County grounds, buildings, facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.
Receives, reviews, schedules and assigns work orders, and ensures completion of work orders in a timely manner.
County of Mariposa
Facilities Maintenance Manager
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Inspects water and wastewater collection, treatment and distribution systems; oversees system monitoring and compliance, including the sampling and testing of potable water and wastewater effluent; reviews laboratory reports and takes action as needed to maintain water/wastewater standards.

Designs and directs construction and repairs of several small sewage collection/disposal and water distribution systems.

Oversees road maintenance and snow removal operations with assistance from the Road Division for assigned special districts.

Conducts safety inspections, and ensures adherence to all health and safety standards.

Participates in the solicitation, selection, contracting and management of various outside contractors for consultation, design and construction services related to division programs and projects.

Prepares plans and specifications, with assistance from Engineering Division staff, for construction or replacement of the various facilities maintained by the division, and participates in bidding and procurement processes.

Works with other department divisions as appropriate to prepare complex and/or technical reports and analyses for presentation to commissions, committees, regulatory agencies or boards as required.

Maintains a variety of detailed administrative, maintenance, safety and operational records.

Supervises the operation and maintenance of tools, vehicles, and light and heavy construction and maintenance equipment assigned to the division; operates equipment as needed to assist staff in completing projects.

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

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding division policies, programs and projects.

Attends civic and other community meetings and events to explain and promote the activities and functions of the division and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative/clerical work as required, including preparing reports and correspondence, conducting and attending meetings, copying and filing documents, compiling data for reports, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department policies and procedures.
Organizational and management practices as applied to the administration and evaluation of programs, policies and operational needs.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing and custodial work.

Modern operating principles, methods and materials used in water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Regulations and practices related to safe drinking water standards and wastewater treatment.

Maintenance, adjustment and repair of water distribution and treatment equipment, wastewater collection and treatment equipment, building systems and recreational facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Principles and practices of preventive maintenance.

Road maintenance methods and procedures.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Methods of letter writing and report preparation.

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

English usage, spelling, grammar and punctuation.

Business mathematics.
Safe work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Train, supervise, inspect and evaluate the work of subordinate staff.
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Facilities Maintenance Manager
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Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Operate and maintain water and wastewater systems and treatment plant equipment.

Operate and maintain department vehicles, equipment and tools with skill and in a safe manner.

Design, prepare, read and interpret landscaping plans, sketches and diagrams; read and understand building plans, specifications and blueprints.

Quickly diagnose maintenance problems and implement corrective action.

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

Prepare, maintain, analyze and present accurate logs, charts, records and technical reports.

Prepare and administer budgets.

Perform required mathematical computations quickly and with accuracy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others.

Interpret division projects and programs to the public.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect work and supervise crews, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours for meetings and other events.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and 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 and field 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:**
Four years of responsible experience in facilities maintenance which included wastewater collection and wastewater treatment, at least two years of which must have been at a supervisory level.

**Education:**
High school or GED equivalency is required. Completion of twenty four (24) semester units from an accredited college or university in business, engineering, facilities management or a closely related field.

**Substitution:**
Additional qualifying experience may be substituted for the college level work on a year-for-year basis to a maximum of two years. No substitution is allowed for the supervisory experience.

**Additional Requirements:**
Possession of a valid California operator's license.

Possession of Grade II Water Distribution and Grade II Wastewater Treatment certifications.

Must possess or be able to obtain Pool Operator certification within 18 months of employment.

Must possess or be able to obtain a Backflow Tester certification within 18 months of employment.

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.
MAINTENANCE WORKER I/II – FACILITIES

DEFINITION
To perform maintenance and repairs on buildings, grounds and facilities, which may include parks, swimming pools, wastewater treatment and water facilities, parking lots, solid waste facilities and the airport; and to perform related duties and responsibilities as required.

Maintenance Worker I - Facilities is the entry-level classification in the class series. Initially under close supervision, incumbents perform a variety of building maintenance duties while learning County policies and procedures. This classification is flexibly staffed with Maintenance Worker II - Facilities and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for higher level.

Maintenance Worker II - Facilities is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing the more skilled maintenance work.

SUPERVISION RECEIVED AND EXERCISED
Receive general supervision from the Maintenance Supervisor – Facilities or Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs general maintenance and repair work on electrical equipment, including repairing wiring and fixtures, and plumbing equipment, including installation and repair of pumps and fixtures.

Maintains parks and grounds including weeding, pruning, watering, mowing, trimming and fertilizing; and maintains irrigation systems.

Performs a variety of unskilled and semi-skilled duties such as repairing tennis courts, playground swings, slides and other park equipment including picnic facilities.

Maintains and repairs fences, and grooms ball fields.

Maintains swimming pools by cleaning, painting and repairing water lines, cement walkways, pumps and filters.

Maintains and performs minor repairs on buildings, including painting interiors and exteriors, repairing and refinishing furniture, installing doors, windows, shelving, insulation, and gutters.

Operates a variety of light or medium-size automotive equipment such as trucks and loaders.

 Performs custodial duties as assigned.

Maintenance Worker II - Facilities: (In addition to the above)
Performs maintenance and repair of various electrical, water, sewer and pump equipment within the Special Districts.
Maintains airport runways and public parking lots.

Operates snow removal equipment, backhoes, and other power-driven equipment.

Performs maintenance of equipment.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

**Maintenance Worker I - Facilities**

Safe procedures, methods, tools and equipment used in general maintenance work.

Procedures and methods used in general grounds, parks and facilities maintenance work.

Operations, minor field maintenance, repair and adjustment of assigned equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements - safe driving practices.

**Maintenance Worker II - Facilities** (In addition to the above)

Tools commonly used in the building construction trades.

Operation of power-driven equipment.

Procedures, methods, tools and equipment used in skilled maintenance work.

**Ability to:**

**Maintenance Worker I - Facilities**

Skillfully and safely operate assigned tools and equipment.

Maintain and repair equipment used in buildings, grounds and facilities maintenance.

Maintain a variety of equipment and tools.

Perform semi-skilled and unskilled labor.

Maintain accurate accountability for all materials and equipment.

Perform heavy manual work.

Communicate effectively with those contacted in the course of business in both oral and written forms. Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Maintenance Worker II - Facilities** (In addition to the above)

Understand and execute written and oral instructions.
Make estimates for material requirements.

Work alone with minimal supervision.

**TYPICAL WORKING CONDITIONS**
Work is performed indoors and in a field environment; worker operates hand and electrical tools, drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals, above average noise, working in heights. Must be able to work irregular hours as necessary.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating tools and specialized equipment. Requires the strength and stamina to perform maintenance duties, including operating electrical saws, drills, blowers, hand and power driven lawn mowers, weed eaters and all types of maintenance equipment, and driving a motor vehicle.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Maintenance Worker I - Facilities
One year of experience in building maintenance, construction, or grounds maintenance.

Maintenance Worker II - Facilities
Two years of experience in building maintenance, construction or grounds maintenance comparable to that of a Maintenance Worker I - Facilities in Mariposa County.

**Education:** (Both Maintenance Worker I / II - Facilities)
High school diploma or GED equivalent.

**Additional Requirements:** (Both Maintenance Worker I / II - Facilities)
Possession of a valid California driver's license. Some assignments may require the ability to obtain a valid California Class B driver's license within a period of six months.

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.
MAINTENANCE WORKER III - FACILITIES

DEFINITION
To perform a variety of skilled and semi-skilled tasks in the construction, installation, maintenance and repair of County facilities, buildings and grounds; to operate light and heavy power-driven equipment; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Maintenance Supervisor – Facilities and Public Works Director.

Exercises lead direction over Maintenance Workers I and II – Facilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
Inspects County grounds, buildings, facilities and related areas to help determine maintenance, improvement and repair needs.

Performs a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing interior carpentry work, installing / maintaining / repairing mechanical, plumbing, electrical and HVAC equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water / wastewater system equipment and systems, painting various surfaces, etc.

Performs moderately complex reinforced concrete work in the preparation of slabs, footings and walls, except where special engineering is involved.

Performs a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Sprays herbicides for control of exterior weeds and brush, and pesticides in interiors and exteriors of facilities for a variety of insect pests as required, using appropriate types of chemicals.

Repairs roads, parking lots and other paved surfaces; assists with snow removal operations.

May monitor water / wastewater treatment plant operations, including maintaining various daily logs and records, collecting water / wastewater samples and performing routine tests, adjusting chemical levels to ensure water quality, troubleshooting and resolving problems with equipment and systems, coordinating repair work with outside service providers as necessary, etc.
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Maintenance Worker III - Facilities
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Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, back hoes, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.
Maintains assigned equipment in clean, safe operating condition; prepares related records.

Performs general custodial duties as required.

Performs all work in compliance with applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Provides lead direction of lower-level maintenance personnel as assigned; offers training and assistance as needed.

Assists in maintaining supply inventory.

**EMPLOYMENT STANDARDS**

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

County and department policies and procedures.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing, HVAC and custodial work.

Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of training and leadership.

Record-keeping and report preparation methods.

Basic mathematics.

Safe work practices.

**Ability to:**
Understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions.
Provide effective training and leadership as assigned.
Maintain and repair electrical, plumbing, HVAC, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Perform heavy manual work.

Read and interpret blue prints and other technical drawings.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Communicate effectively in both oral and written form.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to perform maintenance duties, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating maintenance equipment. Must be able to use a telephone to communicate verbally.
MINIMUM QUALIFICATIONS

Experience:
Three years of construction, building and grounds maintenance and/or water and wastewater systems maintenance, at least two years of which shall have been equivalent to the Maintenance Worker II – Facilities in Mariposa County.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Must possess or be able to obtain within six months of employment a valid California Class “B” operator’s license.

Depending on the assignment, some positions may require possession of one or more of the following.

- Valid Class “A” driver’s license.
- Grade I Wastewater Treatment Plant Operator certificate.
- Grade I Water Treatment Plant Operator certificate.
- Pool Operator Certificate.
- Qualified Applicator’s Certification for herbicides and pesticides.

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.
MAINTENANCE SHOP WORKER

DEFINITION
To order, stock, maintain and issue tools, equipment, materials and supplies for division use; to coordinate and accumulate materials for repair and project work; to maintain and repair small engines; to assist in monitoring wastewater plant and swimming pool operations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Facilities Maintenance Manager and Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Orders and stocks tools, equipment, materials and supplies for use in division construction, maintenance and repair work.

Picks up and delivers parts, supplies, tools and equipment to appropriate personnel.

Issues and stages materials and parts in separate staging areas or at job sites in accordance with work orders.

Collects and cleans tools and equipment after use; checks for wear or damage; performs minor repairs to tools and small engines as needed.

Maintains equipment service records.

Maintains accurate and complete inventory records of maintenance supplies and equipment.

Receives and logs service requests.

Maintains shop and parts room in a safe, clean and orderly condition.

Assists in monitoring wastewater plant and swimming pool operations; collects water/wastewater samples for testing; prepares related reports.

Performs all work in compliance with applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

EMPLOYMENT STANDARDS
Knowledge of:
County and department policies and procedures.

Methods for materials and equipment acquisition and staging.

Parts, tools and equipment used in the maintenance of facilities and grounds.
Small engine operation and repair methods.

Inventory methods and record-keeping.

Repair shop and stores procedures, including the use of related catalogs.

Perform basic mathematical calculations.

Safe work practices.
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Maintenance Shop Worker
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**Ability to:**
Learn, understand and apply pertinent regulations, policies and procedures.

Understand and follow oral and written instructions.

Read work orders, sketches and simple blueprints.

Repair small engines with skill and efficiency.

Maintain service records on equipment.

Accurately maintain inventory and other shop records.

Operate standard office equipment.

Perform required mathematical computations with accuracy.

Communicate effectively in both oral and written form.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent drives on surface streets, and risks exposure to traffic and construction hazards, machinery hazards, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform shop and equipment maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch and reach while performing assigned duties; lift and/or move up to 25 pounds frequently and up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating maintenance equipment. Must be able to use a telephone to communicate verbally.

**MINIMUM QUALIFICATIONS**

**Experience:**
Two years of experience in stock room inventory and control.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California operator’s license.

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.
MAINTENANCE SUPERVISOR - FACILITIES

DEFINITION
To plan, coordinate and supervise the work of Facilities Maintenance staff and to perform a variety of skilled tasks in the construction, maintenance and repair of County facilities and grounds; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Facilities Maintenance Manager and Public Works Director.

Exercises direct supervision over facilities maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in the construction, maintenance and repair of County facilities and grounds.

Assists in the development and implementation of goals, objectives, policies and procedures for the Facilities Maintenance Division.

Trains, supervises and evaluates the performance of maintenance staff, seasonal workers and others; recommends and implements disciplinary processes as necessary.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Inspects County grounds, buildings, facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Coordinates with Facilities Maintenance Manager to develop routine as well as mid- and long-range work schedules.

Supervises and participates in a variety of skilled and semi-skilled maintenance and construction work, including but not limited to building and repairing walls and fences, building and repairing roofs, performing concrete work, installing/maintaining/reparing mechanical, plumbing and electrical equipment and systems, maintaining swimming pools and related equipment, maintaining and repairing water/wastewater system equipment and systems, painting various surfaces, etc.

Supervises and participates in a variety of groundskeeping work, including but not limited to mowing turf, installing landscape plants and materials, pruning and trimming shrubs and trees, applying herbicides and pesticides, installing and maintaining irrigation equipment, cleaning and maintaining parking lots, removing trash and debris from grounds, etc.

Inspects the work of subordinates to verify quality and completion of tasks.
Operates and performs minor maintenance on a variety of light and heavy equipment, including snow removal equipment, mowers, tractors, pick up trucks and other power-driven equipment; uses welding tools and a variety of other hand and power tools.

Oversees the inventory of parts, tools and equipment to support efficient operations; orders inventory as needed.

Conducts safety meetings; trains staff in the proper use of tools and equipment.

Collects and maintains data related to various aspects of facilities operations and maintenance; prepares related reports.

Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding division policies, programs and projects.

Performs clerical work as required, including preparing reports and records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department policies and procedures.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing and custodial work.

Operations and maintenance requirements for water distribution systems, wastewater collection systems and treatment plants, recreational and pool facilities.

Proper grounds maintenance and landscaping methods, procedures and techniques.

Principles and practices of preventive maintenance.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and groundskeeping materials, tools and equipment.

Principles of supervision, training and performance evaluation.

Record-keeping and report preparation methods.

Basic mathematics including fractions and percentages.
Safe work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions with minimal supervision.

Train, supervise, inspect and evaluate the work of subordinate staff.

Maintain and repair electrical, plumbing, mechanical and irrigation systems, swimming pools, water and wastewater equipment and systems.

Perform skilled welding, carpentry and painting work.

Read blue prints and apply information to locate water and sewer hook-ups, main lines and derive mechanical, electrical and structural information.

Skillfully and safely operate trucks, power-driven equipment and tools.

Maintain and perform minor repair of equipment used in building and grounds maintenance work.

Compile data and prepare records and reports.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect work and supervise crews, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform building and grounds maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while
performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and 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 and field equipment. Must be able to use a telephone to communicate verbally.

**MINIMUM QUALIFICATIONS**

**Experience:**
Two years of experience equivalent to the class of Senior Maintenance Worker - Facilities in Mariposa County.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California Class “B” operator’s license.

Possession of a Grade I Wastewater Treatment Plant Operator certificate, or possession of an Operator-in-Training certificate and the ability to obtain a Grade I Operator certificate within 18 months of employment.

Possession of Pool Operator certification.

Must possess or be able to obtain within 18 months of employment a Backflow Prevention Tester certificate issued by the American Water Works Association.

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.
MAINTENANCE AND CONSTRUCTION SUPERVISOR

DEFINITION
To coordinate, supervise and participate in the work of crews engaged in the construction, maintenance and repair of County roads, culverts and related structures in assigned geographical area; to order and maintain adequate inventory of parts, materials and supplies; to maintain accurate logs, records and reports; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Road Superintendent, Assistant Director of Public Works – Operations, and Public Works Director.

Exercises direct supervision over subordinate maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Coordinates, supervises and participates in the construction, maintenance and repair of roads and related structures.

Trains, supervises and evaluates the performance of assigned personnel; recommends and implements disciplinary processes as necessary.

Conducts safety meetings; trains maintenance and construction staff in the proper use of heavy equipment and related tools.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Receives, reviews, schedules and delegates work assignments, and ensures completion of tasks in a timely manner.

Inspects job sites; plans for proper traffic control at work sites; ensures necessary equipment is serviced and moved to sites; posts signs and blasts rock if necessary; marks rights-of-way on construction sites.

Prepares field estimates of road materials and supplies needed for construction and repair projects.

Supervises and performs a variety of road construction, maintenance and repair work, including but not limited to grading dirt and graveled roads, widening turns, widening shoulders, repairing bridges, filling ditches, reconstructing small stretches of roads, building forms, patching holes and filling cracks, repairing guard rails, cattle guards and fences, etc.

Supervises and performs concrete work in the construction of culverts and related structures.
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Inspects roads, pipes and culverts during adverse weather conditions; cleans/unplugs culverts and diverts storm water flow as needed; clears brush, debris, rocks, trees from roads, and repairs washouts.

Assists in coordinating and participates in snow removal and road sanding operations.

Removes animal carcasses along County roadways.

Responds to emergency situations with appropriate equipment and manpower.

Operates and performs minor maintenance on a variety of light and heavy equipment, including motor graders, loaders, back hoes, bulldozers, compactors, rollers, snow plows, power brooms, trucks and pick-up trucks; conducts periodic equipment safety checks.

Maintains a variety of logs, records and reports related to assigned projects.

Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.

Contacts utility companies, business and property owners, and others affected by road construction work.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

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

County and department policies and procedures.

Principles of supervision, training and performance evaluation.

Road construction and maintenance methods, materials, tools and equipment.

Safe use and maintenance of construction and maintenance tools and equipment, including heavy construction vehicles.

Record-keeping and report preparation procedures.

English usage, spelling, grammar and punctuation.

Basic mathematics including fractions and percentages.

Safe work practices.
Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Train, supervise, inspect and evaluate the work of subordinate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Read and understand construction plans and slope stakes.

Operate department vehicles, equipment and tools with skill and in a safe manner.

Perform minor maintenance, repair and adjustment of assigned equipment.

Perform heavy manual work.

Quickly diagnose maintenance problems and implement corrective action.

Maintain accurate records and prepare reports in a timely manner.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Interpret division projects and programs to the public.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25
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pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and 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 and field equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS
Experience:
Four years of experience in the maintenance and construction of roads, at least one year of which was in a lead capacity.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California Class “A” driver’s license.

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: 12/04 (B/S 04-545, 546)
MAINTENANCE WORKER I / II – ROADS

DEFINITION
To perform maintenance and repair on roads and bridges and/or to operate trucks and other light and moderately heavy power-driven street maintenance or construction equipment; and to perform related duties and responsibilities as required.

Maintenance Worker I—Roads is the entry-level classification in the class series. Initially under close supervision, incumbents perform a variety of road maintenance duties while learning County policies and procedures. This classification is flexibly staffed with Maintenance Worker II—Roads and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for higher level.

Maintenance Worker II—Roads is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing the more skilled maintenance work.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Maintenance and Construction Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs a variety of unskilled and semi-skilled duties such as patching roads, clearing debris, cleaning ditches and culverts, brushing, and road construction zone traffic control.

Operates a variety of light or medium-size heavy equipment such, as pickup trucks and small loaders.

Maintains and safely operates a variety of equipment and tools.

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

Maintenance Worker II—Roads (In addition to the above):

Operates dump and other trucks in the hauling of road fill materials for road construction and repair.

Operates tractors with backhoe attachments and loaders or other power-driven heavy equipment.

Performs occasional field maintenance on equipment.

Performs semi-skilled concrete work in the construction and maintenance of culverts and related structures.

Performs shovel work or digging in widening and backfilling trenches and other excavations.

EMPLOYMENT STANDARDS
Knowledge of:
Maintenance Worker I - Roads
Safe procedures, methods, tools and equipment used in general road maintenance work.
Operation of power-driven equipment

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements

Safe driving practices.

Maintenance Worker II - Roads (In addition to the above):
The operation, minor field maintenance, repair and adjustment of assigned equipment.

General procedures, methods, tools and equipment used in street construction.

Methods, procedures and techniques used in road construction and repair.

Ability to:
Maintenance Worker I - Roads
Skillfully and safely operate assigned equipment.

Learn to operate a variety of heavy equipment used in road construction and maintenance.

Maintain and operate a variety of equipment and tools.

Perform semi-skilled and unskilled labor.

Learn to perform road maintenance and construction duties.

Estimate material requirements.

Maintain accurate accountability for all materials and equipment.

Work alone with minimal supervision.

Perform heavy manual work.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Understand and execute written and oral instructions.
Communicate effectively with those contacted in the course of business in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintenance Worker II - Roads (In addition to the above):
Safely operate heavy equipment used in road construction and maintenance.

Perform field maintenance repair and adjustment of equipment.
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Maintenance Worker I / II - Roads
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Maintain inventory records.

**TYPICAL WORKING CONDITIONS**
Work is performed indoors and in a field environment; workers operate light trucks and heavy equipment on surface streets and unimproved roadways and are exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals and above average noise; must be able to work irregular hours as necessary.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 100 pounds of weight; perform grasping and fine manipulation; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others. Requires the ability to operate light, medium and heavy motor vehicle equipment. Requires the strength and stamina to perform maintenance duties.

**MINIMUM QUALIFICATIONS**

**Experience:**
**Maintenance Worker I - Roads:**
None required.

**Maintenance Worker II - Roads:**
Two years of experience comparable to that of a Maintenance Worker I—Roads in Mariposa County.

**Education:** (Both Maintenance Worker I and II - Roads)
High school diploma or GED equivalent.

**Additional Requirements:**
**Maintenance Worker I – Roads**
Possession of a valid Class C California driver's license.
Some positions may require the ability to obtain a valid Class B California driver's license within one year of employment.

**Maintenance Worker II - Roads**
Possession of a valid Class B California driver's license.

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.
MAINTENANCE WORKER III - ROADS

DEFINITION
To perform a variety of skilled and semi-skilled work in the construction, installation, maintenance and repair of County roads, culverts and related structures; to operate heavy, power-driven equipment; to provide training and leadership of lower-level Maintenance Workers as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from Maintenance and Construction Supervisors.

Exercises lead direction over Maintenance Workers I and II.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in coordinating and participates in the construction, installation, maintenance and repair of County roads.

Provides leadership of subordinate Maintenance Workers as assigned; provides training and assistance as required.

Ensures road crews are on the job site, organized and ready to work in the absence of the Maintenance and Construction Supervisor.

Flags for traffic and posts traffic control devices during road maintenance and construction work and emergency traffic diversions.

Operates a variety of light and heavy equipment, which may include motor graders, loaders, back hoes, bulldozers, compactors, rollers, snow plows, power brooms, trucks and pick-up trucks, forklifts; operates a variety of hand and power tools.

Conducts periodic equipment safety checks.

Performs a variety of road construction, maintenance and repair work, including but not limited to grading dirt and graveled roads, widening turns, widening shoulders, repairing bridges, filling ditches, reconstructing small stretches of roads, building forms, patching holes and filling cracks, repairing guard rails, cattle guards and fences, etc.

Performs concrete work in the construction of culverts and related structures; installs drainage pipes.

Controls roadside weeds, brush and trees using appropriate types of herbicides and/or mechanical removal, chipping or burning.

Inspects roads, pipes and culverts during adverse weather conditions; cleans / unplugs culverts and diverts storm water flow as needed; clears brush, debris, rocks, trees from roads, and repairs washouts.

Performs snow removal and road sanding operations.
May fabricate, install and maintain County road signs and other traffic control devices, including road and parking striping and pavement legends; maintains related records; maintains sign shop in a clean and orderly manner; maintains inventory of related supplies and materials.

Removes animal carcasses along County roadways.

Responds to emergency situations after normal working hours as necessary.

Cleans and maintains assigned equipment; checks equipment for safe working condition; performs minor repairs as necessary.

May maintain accurate and complete logs and records of work completed.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
- Pertinent federal, state and local laws, regulations, codes and ordinances.
- County and department policies and procedures.
- Principles of employee training and leadership.
- Road construction and maintenance methods, materials, tools and equipment.
- Safe use and maintenance of construction and maintenance tools and equipment, including heavy construction vehicles.
- Construction, maintenance, installation and uses of traffic control devices, including road signs, and related laws and regulations.
- Basic record-keeping procedures.
- Basic mathematics.
- Safe work practices.

**Ability to:**
- Understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.
- Understand and follow oral and written instructions.
- Provide effective employee training and leadership as assigned.

- Operate department vehicles, equipment and tools with skill and in a safe manner.
- Learn and use computers for records maintenance if assigned.
- Use sign-making equipment as assigned.
Perform minor maintenance, repair and adjustment of assigned equipment.

Perform heavy manual work.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**

Work is performed in a field environment. Incumbent operates heavy equipment on surface streets and unpaved roadways, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in a field environment. Requires the ability to walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating field equipment.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of experience in the maintenance and construction of roads, two years of which shall have been at the level of Maintenance Worker II-Roads in Mariposa County.

**Education:**

High school diploma or GED equivalent.

**Additional Requirements:**

Possession of a valid Class “B” California driver’s license.

Ability to obtain a valid California Class “A” operator’s license within six months of employment.

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: 12/04 (B/S 04-545, 546)
ROAD SUPERINTENDENT

DEFINITION
To plan, coordinate and direct the construction and maintenance of County roads and related structures; to supervise subordinate supervisory and maintenance staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Assistant Director of Public Works – Operations and Public Works Director.

Exercises direct supervision over Maintenance and Construction Supervisors and Senior Maintenance Workers – Roads.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates and directs the construction and maintenance of County roads and related structures.

Assists in managing the Road Division’s annual budget.

Reviews the effectiveness and efficiency of construction and maintenance programs, and makes recommendations for improvement and problem resolution as appropriate.

Selects, trains, supervises and evaluates the performance of assigned personnel; recommends and implements disciplinary and termination processes as necessary.

Interprets and ensures subordinates’ compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Secures and monitors the work of contractors for various division operations as needed.

Inspects the condition of County roads and identifies problem areas; initiates construction, maintenance and repair projects.

Obtains right-of-way for road projects; secures water sources for construction; negotiates tree removal with property owners; coordinates utility relocations.

Prepares estimates for and implements construction and maintenance projects.

Coordinates the County-wide snow removal program.

Researches records and prepares a variety of technical and administrative reports.

May assist in the actual construction and maintenance of roads.
May operate a variety of light and heavy equipment, including motor graders, loaders, backhoes, bulldozers, compactors, rollers, snow plows, power brooms, trucks and pick-up trucks.

Ensures prompt and effective division response to emergency situations.

Prepares specifications for the purchase of new road equipment and vehicles; recommends and purchases equipment and vehicles as approved; obtains rental equipment as needed for construction projects.

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

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding Road Division projects and personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

County and department policies and procedures.

Principles of supervision, training and performance evaluation.

General principles of highway economics and financing.

Budget development and administration.

Basic principles of traffic engineering.

Road construction and maintenance methods, materials, tools and equipment.

Safe use and maintenance of construction and maintenance tools and equipment, including heavy construction vehicles.

Record-keeping and report preparation procedures.

English usage, spelling, grammar and punctuation.

Basic mathematics including percentages and decimals.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.
Understand and execute written and oral instructions.

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

Select, train, supervise, inspect and evaluate the work of subordinate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Prepare and manage a budget.

Inspect road conditions and maintenance projects.

Read, understand and interpret complex technical documents, drawings, plans, maps and other data.

Operate department vehicles, equipment and tools with skill and in a safe manner.

Prepare clear and concise technical and administrative reports.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Interpret division projects and programs to the public.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and 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 and field equipment. Must be able to use a telephone to communicate verbally.

**MINIMUM QUALIFICATIONS**

**Experience:**
Six years of increasingly responsible experience in engineering, construction or the maintenance of road and streets, which includes at least two years in a supervisory capacity.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California Class "C" driver’s license is required. Possession of a valid California Class "A" or "B" driver’s license is desirable.

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.
TREE MAINTENANCE SUPERVISOR

DEFINITION
To supervise a crew engaged in the maintenance and care of trees including tree trimming, pruning, topping, felling and tree removal on roadways, rights of way and in and around County Parks and public buildings, and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Road Superintendent.

Exercises general supervision over subordinate maintenance workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Oversees and directs the work of subordinate staff.

Directs the progress of tree trimming work and enforces adherence to safety regulations and practices.

Uses a variety of tree maintenance equipment and tools, such as an aerial lift apparatus, brush chipper, hydraulic pruner and chain saws for trimming trees at varying heights.

Directs and takes part in the trimming, felling and removal of trees.

Trains subordinates in tree maintenance and in the proper use of equipment.

Maintains tools and equipment in safe, serviceable condition. Keeps records and reports of work accomplished.

Installs cables to raise and/or support unsafe or weak trees and limbs.

Inspects trees and shrubs for insects, diseases and other abnormalities.

Removes tree stumps.

May perform general grounds and park maintenance work of varying types.

EMPLOYMENT STANDARDS
Knowledge of:
Methods and practices of pruning, trimming, topping, removing and caring for trees.

Tools and equipment used in tree maintenance and the care of trees.

Tree diseases and methods of treatment.

Tree species common to the area and their growth patterns.

Occupational hazards and safety practices and procedures.

Basic math.
Ability to:
Effectively plan, assign, direct the work and supervise a crew engaged in tree maintenance.

Train staff in tree maintenance tasks and the proper use of equipment.

Work independently and use independent judgment.

Understand and follow instructions.

Communicate orally and in writing at a level necessary for efficient job performance.

Recognize tree rot, insect damage and recommend corrective measures for treatment.

Work at varying heights.

Skill in the use and maintenance of various tools and equipment used in tree maintenance.

TYPICAL WORKING CONDITIONS
Work is performed in a field environment; work at varying heights, exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals and above average noise; must be able to work irregular hours as necessary.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 100 pounds of weight; perform grasping and fine manipulation; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others; must be able to operate a variety of power tools including electrical saws, drills, mechanics tools and all types of related maintenance and specialized equipment. Requires the ability to operate light, medium and heavy motor vehicle equipment. Requires the strength and stamina to perform maintenance duties.

MINIMUM QUALIFICATIONS
Experience:
Two years of experience in tree trimming and maintenance at a level equivalent to Maintenance Worker II– Roads in Mariposa County.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California Class B driver’s license.

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.
County of Mariposa

ASSISTANT TREASURER – TAX COLLECTOR / COUNTY CLERK

DEFINITION
To assist in planning, organizing, directing and evaluating the operations of the Treasurer-Tax Collector / County Clerk’s Office, which include the collection and investment of County revenues, coordination of public elections, the issue of marriage licenses and passports, and other functions; to supervise and evaluate the work of subordinate staff; to act for the County Treasurer-Tax Collector / County Clerk in his/her absence; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Treasurer-Tax Collector / County Clerk.

Exercises direction over paraprofessional, accounting and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in planning, organizing, directing and evaluating the operations of the Treasurer-Tax Collector / County Clerk’s Office.

Assists in the development and implementation of departmental goals, objectives, policies and procedures; evaluates office operations, and makes recommendations to enhance efficiency and effectiveness as appropriate.

Monitors and ensures department compliance with all applicable laws, regulations, codes, ordinances and standards.

Supervises the work of subordinate staff in each division; supervisory duties include scheduling, planning and assigning work, evaluating performance, maintaining standards, coordinating activities, participating in employee interviews and selection, allocating personnel, acting on employee problems, and implementing employee discipline as appropriate.

Coordinates and/or participates in employee training.

Assists in preparing and monitoring annual department budgets; prepares related reports.

Establishes and maintains internal accounting and record-keeping controls.

Reviews and verifies calculations, deposits, worksheets, entries, and various records and reports for completeness and accuracy.

Supervises and participates in the maintenance of the County treasury, including receiving, receipting, recording and depositing funds into bank accounts; calculating daily cash flow
requirements and available monies; transferring funds; balancing bank statements and preparing month end reports, etc.

Supervises and participates in the collection of County taxes, including transient occupancy taxes; receipts, posts and balances collections; manages delinquent collections; updates tax roll; prepares for and assists in conducting public sales of tax-defaulted properties; prepares related advertisements, correspondence, records and reports.

Oversees tracking of open bankruptcies with tax accounts in Mariposa County; submits claims for the collection of taxes; accepts payments and maintains accurate accounting of balances due for each case until disbursed or dismissed.

Assists supervisor and investment advisors with the investment of County revenues.

Assists with County Clerk duties, including issuing marriage licenses and passports, performing marriage ceremonies, maintaining accurate files of published businesses, administering the oath of office, and completing and filing other public documents as required.

Prepares for and assists in conducting and processing primary, general and special elections; reports election results to appropriate officials; maintains accurate voter registration records.

Oversees the preparation and processing of outgoing mail for multiple County departments; oversees the preparation of related records and reports.

Assists in developing and maintaining systems and procedures for manual and electronic data processing.

Maintains detailed records and prepares various administrative and financial reports as required.

Prepares agenda items for action required by the Board of Supervisors.

Assists in coordinating department activities and services with those of other departments, divisions and agencies as appropriate.

Represents the Treasurer-Tax Collector / County Clerk in his/her absence or as directed at meetings and other functions; performs duties of supervisor and subordinate staff members as required.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, assisting customers, etc.
EMPLOYMENT STANDARDS

Knowledge of:
All pertinent federal, state and county laws, codes, regulations and standards.
County and department policies and procedures.
Principles and practices of organization, public administration and personnel management.
Principles and practices of County revenue collection, accounting, investment of public funds, and cash management.
Principles and practices of voter registration and election management.
Methods of filing and indexing documents; principles and procedures of record keeping.
Legal terminology, forms and procedures.
Budget preparation and administration.
English usage, spelling, grammar and punctuation.
Modern office procedures, practices and technology.
The use of computers for word and data processing and other applications related to financial record keeping and accounting, including database spreadsheet programs.

Ability to:
Understand, interpret and enforce pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.
Effectively perform treasury, revenue collection, and official government record-keeping duties.
Supervise and handle situations in a diverse office setting, often working on multiple projects simultaneously.
Meet critical deadlines.
Train, supervise and evaluate the work of others.
Develop and administer sound departmental policies and procedures.
Analyze problems, evaluate alternatives and make sound recommendations.
Work independently with minimal supervision.
Examine and verify financial documents and reports.
Effectively and efficiently use computer programs for word processing, data processing and spreadsheet preparation.

Communicate effectively with the public and with others contacted in the course of work.

Communicate effectively both orally and in writing.

Perform required accounting and arithmetical calculations with speed and 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 financial experience in a public or private financial organization including at least two years in a supervisory, management, or administrative capacity.

**Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, public administration, business administration or closely related field.

**Substitution:**

Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education.

**Additional Requirements:**

Possession of a valid California driver’s license.

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.
DEPUTY TREASURER

DEFINITION
To participate in all activities of the Treasurer division; to coordinate and perform banking and investment procedures; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Treasurer-Tax Collector / County Clerk or Assistant Treasurer-Tax Collector / County Clerk.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans and carries out treasury activities as assigned.

Coordinates all banking procedures; balances all bank statements.

Monitors all bank account activity; verifies cash flow requirements; transfers funds as necessary and completes daily bank deposits.

Receives, records and balances all incoming monies from County offices.

Assists in the analysis of investment opportunities; plans and manages investment activities in conjunction with investment advisors, and prepares periodic reports on investments as required.

Maintains all transient rental accounts, including opening new accounts, verifying returns, posting payments and preparing related reports.

Maintains vault control of all cash, checks and securities; maintains Treasury cash drawer.

Provides administrative support to the Treasury Oversight Committee, including preparing meeting agendas and minutes, and maintaining records and reports.

Manages the processing of out-going mail for multiple County offices; maintains accounts and reports.

Assists co-workers with other departmental functions as required.

Assists in coordinating Treasurer activities and services with those of other departments, divisions and agencies as appropriate.

Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, assisting customers, etc.
EMPLOYMENT STANDARDS

Knowledge of:
All pertinent federal, state and county laws, codes, regulations and standards.
County and department policies and procedures.
Accounting principles and practices.
Principles and practices of cash management, Federal Reserve banking practices, and investing public funds.
Data collection and analysis techniques.
English usage, spelling, grammar and punctuation.
Modern office procedures, practices and technology.
The use of computers for word and data processing and other applications related to financial record-keeping and accounting, including database spreadsheet programs.

Ability to:
Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.
Examine and verify financial documents and reports.
Evaluate economic factors and their impact on investment strategies.
Compile data and prepare reports with a high degree of accuracy.
Establish and maintain accurate, complete records for various programs.
Analyze problems, evaluate alternatives and make sound recommendations.
Work independently with minimal supervision and provide assistance to staff as required.
Effectively and efficiently use computer programs for word processing, data processing and spreadsheet preparation.
Communicate effectively with the public and with others contacted in the course of work.
Communicate effectively both orally and in writing.
Perform required accounting and arithmetical calculations with speed and 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:**
Four years of increasingly responsible experience involving the investment of funds, monitoring cash flow, and related activities in a commercial or government organization, including at least one year in a lead, supervisory or management capacity.

**Education:**
High school or GED equivalency is required. Completion of at least 60 units of college with course work in business administration, finance, accounting, or closely related field.

**Substitution:**
Additional qualifying experience may be substituted on a year-for-year basis for the required education.

**Additional Requirements:**
Possession of a valid California driver’s license.

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.