DEPARTMENT: Administration

RECOMMENDED ACTION AND JUSTIFICATION:

Approve reorganization of Administrative Office and Personnel Department:
(1) Delete positions of Personnel Director, Personnel Technician and Senior Office Assistant.
(2) Approve and allocate positions of Deputy County Administrative Officer and Administrative Technician.
(3) Approve job descriptions for Deputy County Administrative Officer, Administrative Analyst and Administrative Technician

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Reorganization will strengthen the county’s Personnel and Risk Management systems, allow for delegation of additional responsibilities to Deputy CAO, allow CAO to devote time to Economic Development and Tourism activities and generate cost savings in excess of $44,000 annually.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTI

Don’t approve reorganization and continue to recruit for Personnel Director and Senior Office Assistant.

Financial Impact? (X) Yes ( ) No Current FY Savings: $44,000
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount In Budget: $ 
Additional Funding Needed: $ 
Source: 
Internal Transfer 
Unanticipated Revenue 4/5’s vote 
Transfer Between Funds 4/5’s vote 
Contingency 4/5’s vote 
( ) General ( ) Other

List Attachments, number pages consecutively
CAO letter with exhibits (organization chart and cost Analysis)
Budget form

CLERK’S USE ONLY:
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: REORGANIZATION OF ADMINISTRATION OFFICE
Resolution No. 04-92

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on March 9, 2004

ACTION AND VOTE:

Rich Inman, County Administrative Officer;
Approve Reorganization of Administrative Office and Personnel Department Deleting Positions of Personnel Director, Personnel Technician, and Senior Office Assistant; Approve and Allocate Positions of Deputy County Administrative Officer; and Approve Job Descriptions for Deputy County Administrative Officer, Administrative Analyst, and Administrative Technician

BOARD ACTION: Rich Inman presented the request for reorganization and advised of changes that have occurred in the Administrative function and efficiencies and cost savings that he feels will occur with this proposal. Input from the public was provided by the following:

- Debra Rockwood, SEIU Field Representative, advised of the calls and concerns she received from members concerning the reorganization. She stated that it is felt that the Administrative Office does not follow the same rules as set for departments, and she stated she feels these changes should be requested in the budget process. She referred to the classification and compensation study and its status in relation to this proposal.

- Kristy Waskiewicz, AFSCME, Local 2703, stated she opposes the proposal and supports the comments made by SEIU. She referred to the classification and compensation study and the process, and stated she has issues with the timing of this request and the cost analysis that was provided. She noted that the Administration Department has been upgraded a few times in the last few years and none of these positions were identified in the classification study as needing any adjustment, and other positions have been waiting for over a year. She stated she feels this is an equity issue, and she stated she hopes that the County will follow the appropriate recruitment and selection process for the new positions.
Discussion was held relative to the request and the input that was provided, and Rich advised that if a department head brings a plan to him like this, he will bring it to the Board. Supervisor Bibby asked about the processing for the job descriptions and requested that all classifications go through the classification and compensation study in the future. She asked for clarification of the minimum requirements for the new positions, and she reviewed a list of tasks that she was hoping that the personnel director would accomplish, and stated she feels that personnel services should be expanded. She also noted the need for a typographical correction in the job description for the Deputy County Administrative Officer. Discussion was held relative to the issues raised and relative to the status of the classification and compensation study. Supervisor Balmain clarified that the functions of the Clerk of the Board and County Counsel staff will be reviewed. (M)Pickard, (S)Balmain, Res. 04-92 was adopted approving the recommended reorganization, with the correction of the typographical error. Supervisor Bibby asked whether the job description for the personnel director was routed through the classification and compensation study. Sandi Laird/Personnel-Risk Management Technician, stated she would need to review whether the job description was routed through the study. Ayes: Stetson, Balmain, Parker, Pickard; Noes: Bibby.

Chairman Parker asked about the effective date for the reorganization of the Administration staff, and the Board concurred with April 1, 2004.

cc: Ken Hawkins, Auditor
    Sandi Laird, Personnel/Risk Management Technician
    File
MARIPOSA COUNTY RESOLUTION NO. 04-92

A RESOLUTION AMENDING RESOLUTION 02-369
BY DESIGNATING CERTAIN EMPLOYEES IN
ADMINISTRATION/PERSONNEL AS CONFIDENTIAL

WHEREAS, California Government Code Section 3507.5, empowers a public agency to designate Management and Confidential Employees pursuant to rules and regulations adopted therefore, and

WHEREAS, Mariposa County Resolution Nos. 88-479, 91-510, 98-362, 99-347, 00-243, 01-29, 02-18, and 02-369 establishes rules and regulations providing for designation of Management and Confidential Employees, and

WHEREAS, the Board of Supervisors desires to designate certain employee positions as Management and Confidential Employees, and

WHEREAS, the Board of Supervisors eliminated the Personnel Officer/Risk Manager allocation and desires to amend this Resolution eliminating that position as Confidential, and

WHEREAS, the Board of Supervisors desires to further amend this Resolution by adding the Deputy County Administrative Officer, Administrative Analyst-Administration, Administrative Technician, and Secretary-Administration positions and designating them as Confidential;

NOW THEREFORE BE IT RESOLVED by the Mariposa County Board of Supervisors a political subdivision of the State of California, as follows:

1. Management positions shall be defined by the Memorandum of Understanding currently in effect with Mariposa County and the Mariposa County Managerial and Confidential Organization.

2. The following are designated as Confidential Employees:

"Confidential Employee" means any employee who, in the regular course of his/her duties, has access to or possesses information related to his/her employer’s employer-employee relations. The following positions are tied to the Mariposa County Managerial and Confidential Organization for benefits and salaries, and are not dues-paying members of the unit. Benefits do not include Administrative Leave, and these employees are subject to overtime compensation under the Fair Labor Standards Act, with the exception of the Deputy County Administrative Officer and the Administrative Analyst-Administration position which are overtime exempt as an administrative employee pursuant to the Fair Labor Standards Act and shall receive Administrative Leave.

a. Accountant I/II – Auditor
b. Accounting Technician III/Payroll – Auditor
c. Administrative Analyst – Administration

d. Administrative Technician

e. Deputy County Administrative Officer

f. Executive Secretary – County Counsel

g. Secretary – Administration

h. Secretary – Board of Supervisors

3. The following position is tied to the Mariposa County Managerial and Confidential Organization for benefits and is not a dues-paying member. Benefits do not include Administrative Leave, and this employee is subject to overtime compensation under the Fair Labor Standards Act. Salary is set by the Board of Supervisors.

   a. Clerk of the Board of Supervisors

4. The following position is tied to the Mariposa County Managerial and Confidential Organization for benefits and salary, and is not a dues-paying member. This employee is overtime exempt under the Fair Labor Standards Act and shall receive Administrative Leave. This designation will remain in effect until the Superior Court has signed a Memorandum of Understanding with the Mariposa County Managerial and Confidential Organization.

   a. Court Executive Officer

PASSED AND ADOPTED this 9th day of March, 2004, by the Board of Supervisors of Mariposa County by the following vote:

AYES: STETSON, BALMAIN, PARKER, PICKARD
NOES: BIBBY
ABSENT: NONE
ABSTAINED: NONE

GARRY R. PARKER, Chairman

ATTEST: MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

THOMAS P. GAURINO, County Counsel
March 1, 2004

Honorable Board of Supervisors
County Government Center
5100 Bullion Street
Mariposa, CA 95338

Re: Reorganization of County Administrative Office

Dear Honorable Board:

When I was hired as your County Administrative Officer in March of 2003 it was understood, due to my background in Personnel and Risk Management, that I would assume those responsibilities from County Counsel. That has occurred and I am now the County’s CAO, Personnel Director and Risk Manager. I also recommended, and your Board approved, reorganizing the Tourism and Economic Development functions of the County so that I am now also responsible for those two functions as well.

It became apparent to me early on that the Personnel and Risk Management functions were principally being administered by a single employee, Sandi Laird, who is the Personnel Technician. County Counsel provided oversight, advice and direction, however the work was primarily the responsibility of the Personnel/Risk Management Technician. The Board did authorize the hiring of a Personnel Director and that position is budgeted. Upon my assuming the position of CAO I felt that the position of Personnel Director was not only difficult to recruit for but in fact not necessary. I also became aware that the case management of our risk management programs and workers’ compensation specifically was not being addressed. This was not the fault of anyone but rather simply a lack of adequate resources to deal with it.

I have been evaluating the structure of the Administrative Office for the past several months and feel strongly that a reorganization can result in the following:

(1) A stronger risk management and case management program with two dedicated personnel, an Administrative Analyst and an Administrative Technician;
(2) A stronger administrative structure with the creation of a Deputy County Administrative Officer who will have supervisory responsibilities over the Administrative Analyst and Administrative Technician;
(3) Address the constant turnover of the Senior Office Assistant position by relocating the Executive Secretary function to the front of the office and filling that position at the Secretary level;
(4) Stronger economic development and tourism programs as the CAO will have time to devote to these functions by delegating work to the Deputy CAO;
(5) Provide a structure that will provide the Board with a viable alternative should the position of CAO become vacant for whatever reason; and
(6) A cost savings in excess of $44,000.

OTHER CONSIDERATIONS

The Administrative Office interacts intimately with both the County Counsel’s Office and the Clerk of the Board’s Office. While this reorganization is limited to the Administrative Office staff there must a sensitivity to those other two departments as well. While this recommended reorganization is aimed at strengthening the Personnel, Risk Management, Administrative Office, Economic Development, and Tourism functions of the office there is a need to further evaluate the functions of the Clerk of the Board and County Counsel. I will be conducting that evaluation in the near future and would expect to have recommendations concerning those two departments during the upcoming budget deliberations.

RECOMMENDATION

It is herein recommended that the Board of Supervisors take the following actions:

(1) Delete the positions of Personnel Director, Personnel/Risk Management Technician and Senior Office Assistant;
(2) Approve the positions of a Deputy County Administrative Officer and Administrative Technician;
(3) Approve the job descriptions for Deputy County Administrative Officer Administrative Analyst and Administrative Technician.

Respectfully submitted,

RICHARD H. INMAN
County Administrative Officer

cc:  Tom Guarino, County Counsel
     Margie Williams, Clerk of the Board
EXHIBIT "A"

EXISTING POSITIONS

BOARD OF SUPERVISORS

C.A.O.
PERS.DIR/RISK MGT

EXECUTIVE SECRETARY

ADMINISTRATIVE ANALYST

PERSONNEL DIRECTOR

SENIOR OFFICE ASSISTANT

PERSONNEL TECHNICIAN

Personnel Director and Senior Office Assistant to be eliminated.

PROPOSED POSITIONS

BOARD OF SUPERVISORS

C.A.O.
PERS. DIR/RISK MGT

SECRETARY

DEPUTY C.A.O.

EXTRA HELP

ADMINISTRATIVE ANALYST

ADMINISTRATIVE TECHNICIAN

Deputy C.A.O. created and Extra Help to replace Senior Office Assistant.
EXHIBIT "B"

**REORGANIZATION COST ANALYSIS**

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<th><strong>BUDGETED COSTS</strong></th>
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<td>Benefit Costs @ 48%</td>
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<td><strong>TOTAL BUDGETED COSTS:</strong></td>
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<td><strong>TOTAL SAVINGS:</strong></td>
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</table>

Some savings are generated because positions will be filled at a lower step.
DEPUTY COUNTY ADMINISTRATIVE OFFICER

DEFINITION
Under the direction of the County Administrative Officer, performs a wide variety of professional, technical, analytical, personnel, and administrative duties, provides assistance to the County Administrative Officer; and does related work as required.

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

Exercises technical supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the County Administrator in administering daily operations; serves as a resource for departments regarding administrative policies and procedures; provides guidance and administrative assistance to Board members, department heads and other County staff.

Develops long-term and annual division goals, budgets and work plans; monitors service delivery.

Works with the County Administrator to identify organizational issues which need to be addressed; conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as appropriate for the maintenance or enhancement of efficient and effective County operations.

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes programs and staff assignments; reviews progress and directs changes in priorities and schedules as needed to ensure work is completed in an efficient and timely manner.

Develops and maintains systems and records that provide for proper documentation, control and evaluation of operations.

Develops policies and rules for budget preparation; coordinates the development and administration of department and County budgets; assists departments in developing budget requests; proposes alternative funding sources and services.

Coordinates County risk management activities, including self-insurance fund budget administration and the promotion of safety procedures and policies designed to minimize claims.

Prepares and presents recommendations for Board of Supervisors’ consideration and action.

Participates in special projects; performs studies and surveys, and develops recommendations regarding County policies, programs and services.
Responds to inquiries, requests for assistance and complaints from County staff, Board members, other agencies and the general public.

Represents the County in meetings and at various civic/community events as appropriate or requested.

Acts for the County Administrative Officer as directed

Communicates effectively with others in a variety of circumstances.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

All pertinent federal, state and county laws, codes, ordinances, regulations and standards affecting County administration.

Administrative principles and methods, including goal setting, planning, program development and implementation.

Principles and methods of county government administration.

Modern principles and practices of management and supervision.

Principles, practices, methods and procedures of fiscal management, including budget preparation, expenditure control and financial recordkeeping.

Methods of grant writing and administration.

Human resources management principles, policies and practices.

Risk management principles, policies and practices.


English usage, spelling, grammar and punctuation; basic mathematics.

Modern office procedures, practices and technology.

Information systems technology and specific applications for administrative recordkeeping and reporting.

**Ability to:**

Interpret, analyze and apply federal, state and local laws, rules and regulations pertaining to County administration.
Develop, implement and interpret department/County goals, objectives, policies, procedures and work standards.

Select, train, motivate, direct and evaluate assigned staff.

Analyze complex problems, evaluate alternatives and make sound recommendations.

Keep abreast of trends and requirements in County administration and operations.

Exercise sound, independent judgement within general policy guidelines.

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

Gain cooperation through discussion and persuasion.

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

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

Communicate effectively both orally and in writing.

Prepare, review and present reports, recommendations and other correspondence and communications in a clear and concise manner.

Use and direct the use of computer programs for financial/administrative record-keeping and reporting.

Perform mathematical computations.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Experience:
Five years of increasingly responsible managerial, fiscal, human resources, administrative, and/or analytical work in a California State or local government setting.

Education:
Graduation from an accredited college or university with a major in public or business administration, accounting, economics, social or behavioral science, or a closely related field. A Master’s degree in public or business administration 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.

Creation date: 03/04 (B/S Res. 04-92)
ADMINISTRATIVE ANALYST – ADMINISTRATION

The Administrative Analyst series is designed to perform a full range and a wide variety of administrative support service duties in a staff capacity in the assigned department. Specific duties of individual positions vary considerably, and analytical, budgetary, and fiscal duties may be a major or minor part of individual jobs depending on location and assignment. Incumbents will be required to become knowledgeable in the area assigned in order to provide administrative support.

DEFINITION
Performs responsible professional work in administering the County’s personnel and risk management function for the County. Provides administrative support in developing, implementing and maintaining various complex programs, projects, or activities, may supervise subordinate employees, and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from lead staff or the County Administrative Officer.

May exercise supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Manages the County’s human resources and risk management functions ensuring County compliance with all related laws, regulations, requirements, policies and procedures.

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

Prepares the annual department budget; reviews and approves expenditures; prepares related reports.

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

Develops, recommends, interprets and administers personnel policies and procedures consistent with Board policies, employee association and union contract provision, and legal requirements.

Recruits staff for County departments; accepts and screens applications and assists department head with employee selection.

Develops and maintains training programs for various employee groups.

Conducts classification, compensation and benefit surveys.
Participates in the County’s labor negotiations, and facilitates negotiation planning and processes.

Develops and maintains a system that provides for the proper documentation, evaluation and control of personnel records.

Confers with department heads on a variety of human resources management issues, including grievance and disciplinary actions.

Oversees the development and implementation of the County self-insurance and insured programs.

Administers the County’s Workers’ Compensation program; investigates incidents and processes claims.

Receives and responds to staff and public inquiries and requests for assistance, concerns and complaints regarding personnel and risk management programs, service and policies.

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.

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:**
Personnel management and administrative methods and techniques.

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

Principles of supervision, training, and performance evaluation.

Budget preparation practices.

Modern principles and practices of public personnel administration including recruitment and selection, classification and compensation, labor relations, employee relations, risk management and workplace safety.
Organization, procedures, and operating details of personnel and administration.

Employee training techniques.

**Ability to:**
Use computers effectively for word and data processing and records management.

Perform required mathematical computations with accuracy.

Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations. Plan and organize a comprehensive human resources management program.

Identify critical issues related to human resources administration.

Employ creativity, objectivity and confidentiality in resolving problems and conflicts.

Exercise sound, independent judgement within general policy guidelines.

Select, supervise, train, and evaluate staff.

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

Prepare and administer budgets.

Exercise tact and diplomacy in difficult, sensitive or controversial situations.

Establish and maintain effective working relationship 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

Education:
High school diploma or GED equivalent. Graduation from an accredited college or university with a Bachelor’s degree in human resources or public administration or a closely related field.

Experience:
Three years of progressively responsible experience in human resources or public administration.

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

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: 03/04 (B/S Res. 04-92)
ADMINISTRATIVE TECHNICIAN

DEFINITION
Performs a variety of administrative support staff duties which includes assisting with budget preparation, providing support in the County’s personnel and risk management functions, and performing technical tasks in support of professional staff. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may supervise the work of clerical employees.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from lead staff or the County Administrative Officer.

May exercise supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Administrative Specialist I
Performs responsible, confidential work to support assigned department head or other County managerial staff.

Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

Assists professional staff in recruitment and examination activities.

Reviews a variety of documents for accuracy and completeness.

Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.

Researches and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.

Assists lead staff in the risk management function by preparing appropriate forms and reports and gathering information.

Establishes, organizes and maintains complex department filing systems.

Enters and retrieves computer data; generates computer reports and /or spreadsheets.

Schedules appointments, meetings, work activities and other functions as required.
Provides assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, assisting with budget preparation and monitoring, maintaining petty cash funds, and preparing financial reports as required.

Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgement and the interpretation of policies, procedures or rules; assists in coordinating activities with those of other departments and agencies as necessary.

Completes special projects as assigned.

Collects and analyzes data for various surveys and studies.

Serves as liaison between the department head and the County’s brokers, insurance carriers, claim administrators, vendors, and other outside agencies.

Receives, records and reviews all work-related injury claims from County employees; assists in reviewing injury reports for completeness and consistency; gathers information from physicians, department staff and witnesses; provides employees with information about their rights and benefits under Workers’ Compensation laws; assists in the preparation of incident investigation reports.

Supervises the work of assigned clerical staff; offers advice and assistance as needed.

**EMPLOYMENT STANDARDS**

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

County and department organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, business letter and report writing, and the use of computers for word processing and spreadsheet preparation.

Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Standard office management and clerical practices and procedures.

Basic principles of training and supervision.

Basic arithmetic.

Financial record-keeping and reporting methods.
English usage, spelling, grammar and punctuation.

Safe work practices.


**Ability to:**
Learn, interpret and effectively apply pertinent federal, state and local laws, rules and regulations, and County/department policies and procedures.

Perform complex and varied clerical work involving considerable independent judgment.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze complex clerical problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

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

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

Safely operate office equipment.

Perform required mathematical computations with accuracy.

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

Gather and analyze data; prepare clear and concise reports, correspondence and other written material.

Understand and follow complex oral and written instructions.

Provide effective leadership and instruction as assigned.

Prepare and monitor budgets.

**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

Education:
High school diploma or GED equivalent. Completion of 30 semester units of college level course work in public or business administration or a closely related field.

Experience:
Four years of increasingly responsible administrative, business or technical experience, including frequent use of a personal computer and word processing and spreadsheet software.

Substitution:
One additional year of experience can be substituted for the 30 semester units of college-level course work.

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: 03/04 (B/S Res. 04-92)
## BUDGET ACTION FORM

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<thead>
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<th>TRANSFER BETWEEN FUNDS</th>
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<tbody>
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</table>

### TOTALS

| TOTALS | $0 | $0 |

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

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

#### JUSTIFICATION:
Reorganization of Administration and Personnel.

DEPT HEAD SIGNATURE: [Signature]

DATE: 3-2-04

APPROVED BY RES NO. 04-92 CLERK [Name]

DATE: 3-9-04

ADMINISTRATION & PERSONNEL

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 11/95