

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached new class specification for the position of Family Support Officer, Salary Range 174, and the attached revised class specifications for the positions of Victim/Witness Coordinator-Advocate, Salary Range 154, and Traffic Technician I/II, Salary Ranges 140 and 166, respectively. The County Administrative Officer has determined that the new classification of Supervising Family Support Officer will be assigned to MCMCO.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per the Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

These requested new and revised class specifications have been prepared pursuant to Minute Order dated January 28, 1997, Resolution 97-41, in accordance with the Board's action with respect to the 1996 Reclassification Requests.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve these requested new and revised class specifications and be out of compliance with prior Board direction.
2. Make any changes to these class specifications as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 97-23 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

(X) 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended


Not Recommended

For Policy Determination

Submitted with Comment


Returned for Further Action

Comment: _____

A.O. Initials: 

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, COUNTY COUNSEL
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: CLASS SPECIFICATION - SUPERVISING FAMILY SUPPORT OFFICER

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on March 4, 1997

ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)

BOARD ACTION: Janet Hogan, County Administrative Officer, pulled the class specification in item 2 for the Supervising Family Support Officer for discussion with SEIU - matter to be rescheduled for March 11th. Supervisor Parker pulled item 2. (M)Parker, (S)Reilly, balance of items were approved/Ayes: Unanimous. (M)Reilly, (S)Pickard, item 2 was approved, with the exception of the class specification for the Supervising Family Support Officer/Ayes: Reilly, Stewart, Pickard; Noes: Balmain; Abstained: Parker.

CA-2 Resolution Approving New Class Specification for the Position of Supervising Family Support Officer and Revised Class Specifications for the Positions of Traffic Technician and Victim/Witness Coordinator-Advocate (County Counsel); Res. 97-73, with the exception of the class specification for the Supervising Family Support Officer

cc: Christine Johnson, District Attorney
Janet Hogan, County Administrative Officer
Mike Edwards, Public Works Director
Ken Hawkins, Auditor
Nancy Kyle, Personnel Analyst
File

MARIPOSA COUNTY

JOB TITLE: Supervising Family Support Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, supervise and participate in the full range of tasks necessary to investigate, evaluate and enforce family support including establishing parentage and securing financial and medical support for minor children as mandated by state and federal Law. This classification is responsible for maintenance of the Statewide Automated Child Support System (SACSS) and serves as the State's contact for all divisional automation issues. Employees in this classification receive minimal supervision within a broad framework of policies, procedures and objectives.

SUPERVISOR: District Attorney

TYPICAL DUTIES:

- Implements federal and state laws, regulations and guidelines.
- Prepares and submits all federal and state mandated financial, operational and statistical reports.
- Prepares, tracks and provides accounting for federal and state operational funding and incentives.
- Assists in preparation and monitoring of annual budget for division.
- Plans, assigns and monitors the work of Family Support Officers and assigned support staff for the Family Support Division.
- Determines need for staff training and oversight and provides appropriate training and direction.
- Supervises and evaluates the work of assigned subordinate staff.
- Acts as liaison for the District Attorney between other County departments and the State of California's Department of Social Services.
- Acts as SACSS Coordinator for Mariposa County.

MARIPOSA: Supervising Family Support Officer

TYPICAL DUTIES (Cont'd):

- Reviews and monitors cases using SACSS.
- Consults with and assists assigned Deputy District Attorneys responsible for preparing and processing civil cases, enforcement of judgments, criminal prosecutions and other related matters.
- Develops short and long-range plans, objectives and goals for the Family Support Division working in conjunction the District Attorney.
- Represents the department at a variety of meetings and conferences.
- Works with state and other related child support agencies and participates in studies and research projects as required.
- Reviews incoming and prepares outgoing correspondence and other documents as required.
- Establishes, maintains and updates the written Family Support Procedures Manual as required by Federal law.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of

- County, State and Federal civil and criminal laws, rules, regulations and procedures pertaining to family support and its enforcement.
- legal terminology, documents and civil procedures applicable to establishment of support and enforcement of judgments.
- principles of office management, collections, investigative and enforcement techniques.
- supervisory and staff development techniques and practices.

MARIPOSA: Supervising Family Support Officer

Knowledge of (Cont'd):

- financial record keeping practices and procedures.
- statistical and program analysis.
- budget preparation and tracking.
- personnel policies and procedures.
- mainframe and personal computer systems and programs.
- current office equipment, practices and procedures.

Ability to:

- work independently with minimal supervision.
- understand, interpret and apply relevant complex laws, rules and procedures.
- train, motivate, supervise, and evaluate employees.
- work with sensitive, confidential information, and establish and maintain controls for its dissemination.
- establish and maintain effective working relationships with those contacted in the course of duties.
- evaluate financial statements, and determine ability to pay.
- make accurate arithmetic computations.
- communicate effectively in oral and written form.
- set priorities, organize and schedule work to meet deadlines.
- prepare legal documents.
- operate both mainframe and personal computers to input and access information.

MARIPOSA: Supervising Family Support Officer

MINIMUM QUALIFICATIONS:

Education and Experience:

- A Bachelor's degree in business or public administration, social science, psychology or a closely-related course of study and three years of experience as a Family Support Officer with a California county. Additional experience as a Family Support Officer may be substituted on a year-for-year basis for the required education.

Possession of:

- a valid California driver's license.

SupFam.frm
Creation Date: 3/97
B/S Res. 97-

MARIPOSA COUNTY

JOB TITLE: Traffic Technician I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position performs a variety of field and office traffic engineering work and planning related to traffic and transportation; conducts research and data gathering, traffic surveys, speed surveys, traffic accident investigations, investigations relating to roadway safety and signing, and performs other routine paraprofessional and technical duties. Employees in this classification function at a journey level and work under general supervision within a framework of standard policies and procedures. Employees classified at the Traffic Technician II level may be assigned to the more complex and technical traffic and engineering-related paraprofessional duties and are expected to work at a more independent level.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Set out traffic counters, read meters, record data.
- Calculate, check, and computerize traffic volume information.
- Update County-wide traffic volume maps.
- Make roadway and intersection counts.
- Conduct radar speed studies and record data.
- Computerize radar speed studies and layout speed survey zone maps.
- Layout speed zone signing, and draft County speed zone ordinances.
- Perform office and field work to update and maintain mile post system for County roads.
- Update and computerize County road sign inventory.
- Organize and perform traffic control device field inspections.
- Update and computerize County road sign maintenance database.
- Perform traffic investigations and accident investigations.

MARIPOSA: Traffic Technician I/II

TYPICAL DUTIES (cont'd):

- Update and computerize County road traffic accident inventory.
- Perform pavement management field surveys and database input.
- Perform night studies on roadway signs and marking.
- Prepare charts, graphs and exhibits relating to traffic functions.
- Draft reports, memos, work orders, signing layouts, manuals and letters as required for the Road Division.
- Prepare and update annual state maintained mileage reports and County road classifications.
- Perform other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- mathematics including algebra, geometry, and trigonometry at a level sufficient to perform the typical duties.
- drafting procedures including computer-aided drafting techniques.
- investigative procedures.
- state and federal regulations regarding signs and markings.
- California Vehicle Code as applicable.
- speed survey procedures.
- personal or laptop computer equipment and programs including spreadsheet, database, auto-CAD and word processing applications.

Ability to:

- prepare accurate and complex notes, sketches, plans and reports.
- perform drafting work as necessary.

MARIPOSA: Traffic Technician I/II

Ability to cont'd):

- perform mathematically accurate calculations.
- operate precision traffic survey equipment.
- conduct investigations in the field of traffic management.
- meet the physical requirements necessary to perform required duties of the job.
- understand and execute written and oral instructions.
- communicate effectively in both oral and written forms.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- develop computer programs required for performance of assigned duties.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Equivalent to high school graduation and some advanced course work in traffic engineering, civil engineering, mathematics, computer science or a closely related subject and two years experience performing technical traffic-related paraprofessional engineering work which must include at least one year of work in the field.

Traffic Technician II (in addition):

- Two years experience as a Traffic technician I in Mariposa County, or three years performing technical traffic-related paraprofessional engineering work in another agency or organization.

Possession of:

- a valid California Driver's license

MARIPOSA COUNTY

JOB TITLE: VICTIM/WITNESS COORDINATOR-ADVOCATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under limited supervision, provides comprehensive services to crime victims and minimizes inconvenience to witnesses; assists in coordination of grants; conserves the time and expense associated with witness appearances; refers victims and members of their families to public and private agencies for assistance; maintains records, statistical data and files relevant to assigned work; participates in community outreach efforts to publicize the services of the program; supervises extra-help Victim/Witness Advocates in a lead capacity; and assists volunteers performing services for the Victim/Witness Program.

SUPERVISOR: District Attorney

TYPICAL DUTIES:

The following basic services defined by the California Victim/Witness Assistance Program are **mandated** by state law:

- Crisis Intervention: Provide immediate attention to the emotional and physical needs of crime victims.
- Emergency Assistance: Respond to the immediate material needs of victims, i.e., shelter, food, transportation, clothing and medical care.
- Resource and Referral Counseling: Timely response to victim/witness needs through referral to appropriate individuals or agencies.
- Direct Follow-up Counseling: Provide informal peer counseling to victims and witnesses.
- Property Return: Assist in obtaining return to victims/witnesses of property held by law enforcement.
- Orientation to the Criminal Justice System: Provide information on the location, procedures, and functioning of the local criminal justice system.
- Court Escort/Court Support: Assist victims/witnesses in preparation interviews and court appearances, as required.

MARIPOSA: Victim/Witness Coordinator-Advocate

TYPICAL DUTIES (Cont'd):

- Case Status/Case Disposition: Keep victims/witnesses appraised of the status and disposition of their case.
- Notification of Family/Friends: Upon request of a victim, notify relatives and friends of the occurrence of a crime and the victim's condition.
- Employer Notification: Upon request of a victim or witness, notify and intercede with employer to minimize loss of pay or benefits.
- Victim of Crime Claims: Assist in the preparation of necessary forms to allow victims to receive compensation from the State Board of Control.

The following services defined by the California Victim/Witness Assistance Program are **optional** under state law and may be performed:

- Creditor intervention, child care assistance, restitution, witness notification, funeral arrangements, crime prevention information, witness protection, temporary restraining order assistance, transportation, court-waiting area, and employer intervention.

The following are additional typical duties required of this position in Mariposa County:

- Assists in the preparation, submission and coordination of federal and state grant applications; maintains records and data as required; and tracks operating budgets.
- Maintains program compliance by adherence to all of the requirements of the OCJP Grantee Handbook, Grant Award Agreement, and completion of the objectives in the grant award.
- Identifies and maintains a listing of all local agencies that constitute a part of the Criminal Justice system as well as agencies likely to be referral sources.
- Promotes public awareness of program services via use of the public media and presentations to community groups, service clubs and schools.

MARIPOSA: Victim/Witness Coordinator-Advocate

TYPICAL DUTIES (Cont'd):

- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- County, state and federal civil and criminal laws, rules, regulations and procedures relevant to the Victim/Witness program and services provided.
- crisis intervention and counseling techniques.
- basic psychology and sociology as it relates 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.
- principles of interviewing and problem-solving methodology.
- principles of supervision and training.
- correct English usage, spelling, grammar and punctuation.
- financial record keeping practices and procedures.
- tape and video recording equipment.
- computer systems and programs.
- general office procedures including operation of office equipment and records management.

Ability to:

- learn, understand, interpret and apply County, state and federal laws and administrative regulations pertaining to victim/witness and victims' rights programs

MARIPOSA: Victim/Witness Coordinator-Advocate

Ability to (Cont'd):

- assist in preparation, submission and coordination of federal and state grants.
- promote program objectives by preparing informational articles, brochures and reports, and by making verbal presentations to a variety of organizations to publicize the services of the program.
- provide crisis intervention, trauma reduction, and follow-up counseling assistance.
- communicate effectively in person, by telephone, and in writing with public and private individuals and organizations, particularly members of law enforcement and criminal justice agencies.
- analyze situations and legal case materials and be able to make sound decisions.
- work effectively in a calm and effective manner under conditions of limited supervision, high stress, and rapidly changing situations and circumstances with emotionally distraught, traumatized and/or disorderly individuals or groups.
- maintain confidentiality and demonstrate sensitivity to the cultural/ethnic diversity of the service populations, and to be sensitive to the needs of special populations - e.g., differently-abled young children, the elderly, et cetera.
- demonstrate interpersonal, problem-solving and organizational skills.
- use a computer and other equipment to perform various office support and clerical duties such as receiving and logging calls, type written reports and other correspondence, process program forms, track and compile data including expenditures, and maintain contact files.
- operate tape and video recording equipment
- make arithmetical calculations and maintain statistical information and complex records.

MARIPOSA: Victim/Witness Coordinator-Advocate

MINIMUM QUALIFICATIONS:

Experience:

Three (3) years of experience in a position involving the provision of victim services, peer counseling, or equivalent social service delivery skills; and one (1) year of experience working with grant preparation and administration or demonstrating a similar level of program accounting skills.

Education:

A Bachelor's degree with a minimum of 60 units of successfully completed courses in behavioral science, criminal justice, psychology, sociology, or closely-related curricula. Course work in business or public administration is desirable but is not applicable to the specified 60 units.

Additional experience as a Victim/Witness Advocate or work experience demonstrating equivalent social service delivery skills may be substituted on a year-for-year basis for up to two (2) years of the required education beyond the minimum 60 units.

Possession of:

- a valid California Driver's license.
- ability to pass a background investigation intended to identify factors which may limit effective performance on the job, and other areas consistent with local practices and policies.

Creation date: 7/91
Revision date: 12/94
Revision date: 3/97
VWCoord.frm