

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: 3/11 97-73 97-79

Res. No.: 97-73 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

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: 

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

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: NEW CLASS SPECIFICATION FOR POSITION OF SUPERVISING
FAMILY SUPPORT OFFICER; RES. 97-79

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on March 11, 1997

ACTION AND VOTE:

B) Resolution Approving New Class Specification for the Position of Supervising Family Support Officer (Continued from 3/4/97)

BOARD ACTION: Janet Hogan, County Administrative Officer, advised of her discussion relative to this request with SEIU, and stated that everyone affected has agreed to changes to reflect "Manager" versus "Officer" in the job title and "manage" versus "supervise" in the description of responsibilities. (M)Pickard, (S)Reilly, Res. 97-79 adopted approving the revised class specification/Ayes: Reilly, Stewart, Pickard; Noes: Balmain; Abstained: Parker.

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

MARIPOSA COUNTY

JOB TITLE: Family Support Division Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, manage 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: Family Support Division Manager

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: Family Support Division Manager

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: Family Support Division Manager

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.

FamSupMgr.frm

Creation Date: 3/97

B/S Res. 97-79