

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

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Adopt this resolution approving name change from "Veterans/Senior/ Transit Department" to "Community Services Department" and revising and renaming class specification for the position of "Veterans/Senior Services/ Transit Officer" to "Community Services Director".

BACKGROUND AND HISTORY OF BOARD ACTIONS: Over the past two years, the functions for operation of County public cemeteries and public guardian/ conservator have been added to the department already servicing the needs of veterans, seniors and public transit. Subsequently, the department has operated under the working title of Community Services. This requested action will formalize the departmental designation and is consistent with current reference while eliminating the former cumbersome name.

Per 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."

The requested renaming of the class specification accurately reflects the departmental name and also incorporates those additional functions which have been assigned to that department in previous actions by the Board.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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.: 94-262 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
( ) 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: [Signature]

MARIPOSA COUNTY

JOB TITLE: Community Services Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, coordinate, administer, and efficiently and economically maintain County programs to assist veterans, their dependents and survivors in obtaining Federal and State rights and benefits; operate a senior supportive services program; operate a senior nutrition congregate meals program; operate a senior nutrition home-delivered meals program; operate a County transit system; oversee the operations of all County public cemeteries; and carry out the public guardian/conservator function. This job class requires a high level of organizational and administrative skills and designated specialized knowledge relating to the programs of the department. Employees in this class receive executive direction within a framework of overall County objectives.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors

TYPICAL DUTIES

- Plans, organizes, coordinates and administers programs to assist and provide services to veterans, seniors, the disabled and the general public
- Prepares and presents budgets for the Mariposa County Board of Supervisors, California Department of Veterans Affairs and the Area 12 Agency on Aging, and monitors these budgets to ensure the accountability of funds expended to justify current and future spending
- Establishes procedures for counseling veterans, their dependents and survivors on available financial, vocational, educational, legal, medical and community resource benefits
- Establishes procedures to research, develop and submit claims to the United States and California Departments of Veterans Affairs to obtain veterans rights and benefits
- Establishes procedures to assist senior and disabled citizens in obtaining benefits under Federal and State statutes and programs
- Establishes procedures for the operation of the County Transit System and actively participates in the "unmet transit needs" process

MARIPOSA: Community Services Director

**TYPICAL DUTIES (Cont'd):**

- Establishes procedures for the execution of the County public guardian/conservator function
- Establishes procedures for the operation of all County public cemeteries
- Establishes and maintains contact with veterans groups and other community organizations
- Speaks before various groups and organizations in regard to all departmental programs, and specifically regarding the needs of the veteran and the elderly
- Attends local, regional and State meetings pertaining to veterans affairs, senior services, transit needs and the public guardian/conservator function
- Provides direction, training and technical guidance to department personnel on counseling, claim development and preparation, correspondence, case histories and current statutes
- Writes requests for proposals, maintains records and submits required data to justify the receipt of subvention, grant and other funds from Federal, State and other agencies
- Prepares and submits a variety of reports to the Board of Supervisors, State Department of Veterans Affairs, State Treasurer and Area 12 Agency on Aging
- Supervises department operations and staff
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's License

MARIPOSA: Community Services Director

**Knowledge of:**

- Federal, State and local laws and regulations relative to veteran's rights and benefits, specifically, Title 38, U.S. Code of Federal Regulations, U.S. Department of Veterans Affairs' regulations, manuals, pamphlets and bulletins, U.S. Military Service Departments' regulations regarding discharge, correction and upgrade, and the California Veterans Code
- Federal, State and local laws and regulations affecting the rights and benefits of senior citizens; specifically Title III, Older Americans Act, as amended
- Federal, State and local laws and regulations affecting transit administration and operations including those affecting the Local Transportation Commission, State Transit Authority, Urban Mass Transit and California Highway Patrol requirements
- State and local laws and regulations affecting the public guardian/conservator function, specifically the California Probate Code and appropriate portions of the California Welfare and Institutions Code
- State and local laws and regulations affecting the operations of Public Cemeteries, specifically appropriate portions of the California Health and Safety Code
- a variety of professional and informational reading including the Federal Register, decisions of the U.S. Court of Veterans Appeals, veterans organizations' publications, Department on Aging and other publications regarding senior citizens, CalTrans and other transit publications
- counseling, business administration, basic accounting and proper management methods and techniques
- County road system
- the principles and practices of supervision and training

**Ability to:**

- plan, organize and administer broad and diversified service programs for veterans, seniors, the disabled and the general public
- analyze and evaluate situations and adopt an effective course of action

MARIPOSA: Community Services Director

Ability to (Cont'd):

- write requests for proposals and justify subvention and grant funds
- interpret and explain laws, rules and policies affecting the various departmental programs
- prepare, justify and administer departmental and program budgets and plans, maintain accurate funding, budgetary and accounting records, and prepare a variety of reports
- exercise initiative to promote program goals and objectives
- effectively communicate in both oral and written form
- select, manage and formally evaluate personnel
- maintain confidentiality of records
- establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

- a four-year college degree in social science with some courses in business, accounting and counseling and guidance; and three years of full-time paid experience in a responsible position involving wide public contact in a counseling or advisory capacity with supervision and program planning assignments. An honorable discharge from the United States Armed Forces is mandatory.