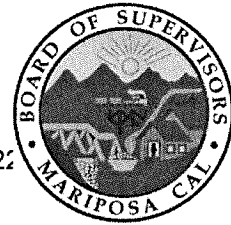




MARIPOSA COUNTY

Human Resources/Risk Management · (209) 966-3222



RESOLUTION - ACTION REQUESTED 2014-481

MEETING: September 16, 2014

MINUTE ORDER ATTACHED

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Amend Class Spec and Increase Salary - County Administrative Officer

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the County Administrative Officer (CAO) class specification and increase the annual salary from \$118,746 to \$138,000 effective upon the appointment of a new CAO. The amendments to the class spec are minor changes which reflect that the CAO is no longer responsible for the Human Resources/Risk Management function. The amendments also clarify the role of the CAO in that the position does not direct department heads but guides and coordinates activities of departments.

Although the recent compensation study recommended an even higher salary than is being requested (\$152,211), the proposed annual salary of \$138,000 represents a 17% increase of the CAO's current salary, which is consistent with the increases granted to the Director of Public Works, County Counsel, and Human Resources Director/Risk Manager. It is anticipated that the proposed salary should be competitive to attract a significant candidate pool for the position when the recruitment is opened.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved the amendments to class specifications and made salary adjustments in the past. The Board recently authorized that a recruitment be opened for the position and authorized the use of an executive search firm to conduct the recruitment.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in 1) an outdated class spec for the CAO, and 2) a lower-level salary that may not attract quality candidates to apply for the position during the open recruitment.

FINANCIAL IMPACT:

Mid-year adjustments will be made if needed as the position may not be filled until January 2015.

ATTACHMENTS:

County Administrative Officer (PDF)

Resolution - Action Requested 2014-481

CAO RECOMMENDATION

Mary Hodson

Mary Hodson, Interim CAO 9/11/2014

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Lee Stetson, District I Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

KEVIN CANN, CHAIR
MERLIN JONES, VICE-CHAIR
LEE STETSON
JANET BIBBY
JOHN CARRIER

DISTRICT IV
DISTRICT II
DISTRICT I
DISTRICT III
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: STEVEN W. DAHLEM, County Counsel/Interim HR Director-Risk
Manager

FROM: RENE LaROCHE, Clerk of the Board 

SUBJECT: Approve Amendments to the County Administrative Officer Class
Specification and Increase the Annual Salary from \$118,746 to \$138,000
Effective Upon the Appointment of a New County Administrative Officer

RES. 14-481

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 16, 2014

ACTION AND VOTE:

CA11. Human Resources/Risk Management

Approve Amendments to the County Administrative Officer Class Specification and Increase the Annual Salary from \$118,746 to \$138,000 Effective Upon the Appointment of a New County Administrative Officer

Regarding CA11, Supervisor Stetson noted that under "Examples of Essential Duties" it states "May administer the County's community development function;" and discussed the ambiguity caused by the word "May." County Counsel suggested modifying the language to read: "Administers the County's community development function." Supervisor Stetson agreed with that change.

Supervisor Carrier questioned the necessity of the language regarding a high school diploma or GED equivalency noting that one does not typically get into an accredited college or university without completion of a high school education; and he also discussed the mention of the AS400, and required clarification regarding the need to specifically mention it, as well as different types of software. Ms. Laird responded, noting that these are examples of the types of duties that a candidate might expect to perform while in that position. Regarding the high school education, she also noted that one can have a college degree without a high school diploma; and remarked that the County has, in fact, encountered such an instance in the past. Supervisor Carrier noted that he had been unaware of that possibility, and noted his agreement with leaving that portion unchanged. Supervisor Bibby requested that Personnel inform the Board if they see an application where the applicant does not have a high school education as she was not aware of anyone being hired without a high school diploma.

Supervisor Stetson moved the approval of the consent agenda as presented, with the exception of a change from "May administer the County's..." to "Administers the County's" in the qualification to the CAO position. Supervisor Bibby inquired if that motion included a Minute Order for CA10. Supervisor Stetson affirmed.

Supervisor Carrier seconded the motion.

Regarding CA10, Supervisor Bibby also noted having heard personnel's recommendation; remarked that the Minute Order is all that can be done to make PERS aware;, and cautioned employees about what they post on the internet.

Chair Cann called the vote, and the Motion passed unanimously.

cc: Bill Davis, Auditor

COUNTY ADMINISTRATIVE OFFICER

DEFINITION

To serve as 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 departmental staff, 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.

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

Provides for adequate staff training and development opportunities.

Selects, supervises, motivates and evaluates the performance of subordinate staff; implements disciplinary action and termination as appropriate; provides guidance to department heads.

Coordinates 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 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.

Administers the County's community development 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.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

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.

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 is required. A Master's degree is desirable.

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. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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

Must pass a pre-employment physical.

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.