

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 6-13-00  
AGENDA ITEM NO.: 12

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

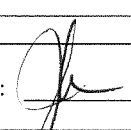
(Policy Item: Yes \_\_ No )

Consider and act on Reorganization Plan for the County Administrative Officer's Office.

The plan is outlined in the staff report following this page.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<p><b>COSTS:</b> ( <input checked="" type="checkbox"/> ) Not Applicable</p> <p>A. Budgeted Current FY \$</p> <p>B. Total Anticipated Costs \$</p> <p>C. Required Additional Funding \$</p> <p>D. Internal Transfers \$</p> <p><b>SOURCE:</b> ( ) 4/5ths Vote Required</p> <p>A. Unanticipated Revenues \$</p> <p>B. Reserve for Contingencies \$</p> <p>C. Source Description: _____</p> <p>Balance in Reserve for Contingencies ,if approved: _____</p>	<p><b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: Staff report with attachments</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>CLERKS USE ONLY:</b></p> <p>Res. No. <u>00-218</u> Ord. No. _____</p> <p>Vote - Ayes: _____ Noes: _____</p> <p>Absent: _____ Abstained: _____</p> <p>( ) Approved ( ) Denied</p> <p><input checked="" type="checkbox"/> Minute Order Attached ( ) No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office</p> <p>Date: _____</p> <p>ATTEST: _____</p> <p>MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>BY: _____</p> <p>Deputy</p>	<p><b>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</b> This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p>____ Not Recommended</p> <p>____ For Policy Determination</p> <p>____ Submitted with Comment</p> <p>____ Returned for Further Action</p> <p>Comment: _____</p> <p>_____ CAO's Initials: </p>



# COUNTY OF MARIPOSA

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

GARRY R. PARKER, CHAIRMAN  
DOUG BALMAIN, VICE-CHAIRMAN  
PATTI A. REILLY  
ROBERT C. STEWART  
BOB PICKARD

DISTRICT IV  
DISTRICT II  
DISTRICT I  
DISTRICT III  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JANET HOGAN, County Administrative Officer  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Reorganization Plan for the County Administrative Officer; Res. 00-218

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on June 13, 2000

#### ACTION AND VOTE:

Consider and Act on Reorganization Plan for the County Administrative Officer's Office (Administration)  
**BOARD ACTION:** Discussion was held with Janet Hogan, County Administrative Officer, relative to the recommendation. Supervisor Stewart commented on the need for staff to assist with reviewing and commenting on the large documents the County receives. Supervisor Reilly stated she feels there is a need for assistance with obtaining funding for various projects, and she suggested that the requested position be discussed with each Board member to determine the needs and see how to best meet them. Supervisor Pickard stated he hoped the reorganization would allow for the County Administrative Officer to assist with legislative matters in Sacramento that affect the County. Janet Hogan recommended that the new position be approved today, filled shortly after July 1<sup>st</sup>, and that Head Start revenue funds be used to help offset the costs. (M)Pickard, (S)Stewart, Res. 00-218 adopted approving class specification for a staff analyst position, setting the salary range at 194, with the position not to be filled prior to July 1, 2000, and funding to be incorporated in the FY 2000-01 budget/Ayes: Balmain, Stewart, Parker, Pickard; Noes: Reilly.

cc: Jeff Green, Interim Personnel Director  
Ken Hawkins, Auditor  
File

# Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY  
District 2.....DOUG BALMAIN  
District 3.....ROBERT C. STEWART  
District 4.....GARRY R. PARKER  
District 5.....BOB PICKARD




**JANET HOGAN**  
County Administrative Officer

**MARGIE WILLIAMS**  
Clerk of the Board

P.O. Box 784  
MARIPOSA, CALIFORNIA 95338  
(209) 966-3222  
1-800-736-1252

FAX (209) 966-5147

June 5, 2000

 TO: Board of Supervisors  
FROM: Janet Hogan, County Administrative Officer  
SUBJECT: Reorganization Plan

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Last October the Board of Supervisors approved creation of a position consolidating technical and clerical support for Personnel and Risk Management. Part of the rationale for this position was the expectation that County Counsel's retirement in a few years would require that the two functions be managed separately from the County Counsel's function. More recently, in considering the tasks and responsibilities of the County Administrative Officer, the Board concurred with modifying the class specification for that position to include the possibility of overseeing Personnel and Risk Management.

At the same time the Personnel/Risk Management Technician position was approved, the Board directed that I return to you with a reorganization plan (minute order attached). More recently the Board has discussed the need for staff assistance with the multitude of federal planning documents from the Park Service and Forest Service.

In light of these factors, it is proposed that an additional position of Staff Analyst be added to the County Administrator's office. The Analyst would be available to the CAO and the Board for professional staff support. With the Analyst taking over lower-level program and budget



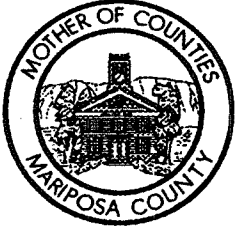
duties, the CAO would be freed up to address added responsibilities such as Personnel and Risk Management and be able to devote more time to working with Board members on projects such as the Yosemite Valley Plan, YARTS, etc. Depending upon the nature of various issues, the Analyst could provide staff support for these types of projects as well.

Adding a position at this time gives the Board, County Counsel and the new CAO more flexibility in determining the desired array of program assignments for the County Administrative Officer's office. It also provides the CAO with needed staff support immediately.

The proposed classification of Staff Analyst requires a college degree and two years relevant work experience. The suggested salary range is 194 consistent with the existing classification of Accountant II.

The estimated additional cost of the position would be approximately \$45,000 per year. That amount could be partially offset by revenue from the Head Start Program (as much as \$6,500 per year) and other adjustments within the CAO budget.

Attachments



# COUNTY OF MARIPOSA

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



<b>BOB PICKARD, CHAIRMAN</b>	<b>DISTRICT V</b>
<b>GARRY R. PARKER, VICE-CHAIRMAN</b>	<b>DISTRICT IV</b>
<b>PATTI A. REILLY</b>	<b>DISTRICT I</b>
<b>DOUG BALMAIN</b>	<b>DISTRICT II</b>
<b>ROBERT C. STEWART</b>	<b>DISTRICT III</b>

## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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**TO:** JANET HOGAN, County Administrative Officer  
JEFF GREEN, County Counsel/Personnel

**FROM:** MARGIE WILLIAMS, Clerk of the Board *MW*

**SUBJECT:** Eliminating Personnel Analyst I and II Classifications and Creating a New Classification of Personnel/Risk Management Technician; Res. 99-313

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 12, 1999

#### ACTION AND VOTE:

**10:42 a.m.** Resolution Eliminating the Personnel Analyst I and II Classifications and Creating a New Classification Entitled Personnel/Risk Management Technician at Salary Range 172 (Administration/Personnel)

**BOARD ACTION:** Jeff Green, County Counsel, reviewed the history of the personnel function in the County, and the plans to transfer the function back to Administration. (M)Parker, (S)Stewart, Res. 99-313 adopted/Ayes: Balmain, Stewart, Parker, Pickard; Excused: Reilly. Following further discussion, Board concurred with directing the County Administrative Officer to come back to the Board with a timeframe and reorganization plan of the Administration Department, including the addition of an administrative assistant and the personnel function, along with cost information.

cc: Ken Hawkins, Auditor  
File

DEPARTMENT: Admin/Personnel

BY: Janet Hogan/Jeffrey G. Green

PHONE: 966-3222

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

Resolution eliminating the Personnel Analyst I and II classifications and creating a new classification entitled Personnel/Risk Management Technician at salary range 172. This is the first step in the long-term plan to return the Personnel function to the County Administrative Officer (CAO) which was originally in the CAO's office. By aligning the risk management duties with Personnel, this will provide an opportunity to more efficiently restructure these positions in the future. At the present time, County Counsel will continue to hold the title of Interim Personnel Director and will supervise both County Counsel's Office and the Personnel/Risk Management function. At such time as the current County Counsel retires, it will be requested that the Personnel/Risk Management function be transferred to the CAO's office as it would be difficult, if not impossible, to find an attorney with public law, personnel, and risk management experience.

The salary range for the new classification is the same as the previous classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Pursuant to 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.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve recommendation as proposed.
- Do not approve as proposed; revise proposal as the Board desires and approve.
- Provide alternative direction to staff concerning the Personnel/Risk Management function.

COSTS: ( ) 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:  
  
Class Specification  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:  
Res. No.: 99-313 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ 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: JH

MARIPOSA COUNTY

JOB TITLE: Staff Analyst

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under administrative direction, to provide complex staff assistance to the Board of Supervisors and the County Administrative Officer and to participate in planning, analyzing, developing, evaluating and directing diverse activities of Mariposa County government including fiscal, operational and administrative aspects.

SUPERVISOR: County Administrative Officer

**TYPICAL DUTIES:**

- Analyze fiscal, program and administrative operations and issues; develop recommendations and written reports
- Review and analyze proposed or adopted legislation impacting County operations and finances; formulate recommended positions for Board of Supervisors consideration
- Develop budget instructions including schedules and targets; review department budget requests and make recommendations regarding funding levels to the County Administrative Officer
- Monitor fiscal performance of departments; serve as a resource to departments to address budget problems and issues
- Monitor and evaluate general revenue performance
- Oversee preparation of requested budgets for activities assigned to the County Administrative Officer's office
- Assist with intergovernmental tasks such as reviewing and preparing draft responses to federal government initiatives, serving as the County contact for State

MARIPOSA: Staff Analyst

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

issues and/or participating in regional planning processes

- Manage grant-funded programs and projects including preparing applications, fiscal reports and contracts and monitoring contract performance
- Conduct special studies and projects
- Negotiate, prepare and monitor service contracts
- May coordinate and assist in managing the County's insurance program including budget and rate development
- Participate in developing the agenda for Board of Supervisors meetings
- Write a variety of documents including agenda actions, memos, letters and reports

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- structure and functions of the various levels of government operating in California
- principles of public administration, organization and management
- principles and practices of governmental budget preparation
- governmental accounting practices
- statistical methods used for management analysis

**Ability to:**

- understand, interpret and apply laws, rules and regulations as they apply to assigned tasks



MARIPOSA: Staff Analyst

**Ability to:** (cont'd)

- collect, interpret and evaluate narrative and statistical information
- operate a personal computer to prepare reports, graphs and charts
- communicate effectively orally and in writing
- establish and maintain effective working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS:**

**Education:**

A bachelor's degree from an accredited college or university with course work in public or business administration, economics, accounting, statistics or related fields.

**Experience:**

Two years of public agency administrative experience which has included a variety of budget, operational, organizational and/or fiscal responsibilities. Experience with personal computers including word processing, spreadsheets and data base analysis is required.

Creation Date: 6/00 (B/S Res. No. 00-218)