

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

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

Resolution authorizing a revision to the County Administrative Officer class specification. A few minor changes were needed to the class spec as well as adding that the position may administer the County Personnel function and the County Risk Management function. As the Board is aware, County Counsel presently oversees these two functions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board had previously concurred with modifying the County Administrative Officer class specification to include the possibility of overseeing Personnel and Risk Management.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt the draft class spec as proposed.
- Revise the draft class spec as the Board desires and adopt.

**COSTS:** (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:  
  
Draft CAO Class Spec.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

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

**CLERK'S USE ONLY:**

Res. No.: 00-236 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 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

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

Comment: \_\_\_\_\_

A.O. Initials: *JG*

MARIPOSA COUNTY

JOB TITLE: Administrative Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide executive assistance to the Board of Supervisors; to coordinate central County functions and to consult with department heads regarding issues arising from County operations. Employees in this classification receive executive direction within the framework of overall organizational objectives. This executive level position is responsible for accomplishing administratively established goals and objectives through the application of initiative and professional expertise.

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

TYPICAL DUTIES

- Attends all meetings of the Board of Supervisors and, when so directed, attends meetings of commissions and committees
- Initiates, recommends, and monitors compliance with, and reports results of policies established by the Board of Supervisors
- Conducts research in administrative practices to bring about greater efficiency and economy in county government
- Develops and recommends to the Board long-range plans to improve County operations
- Assists the Board of Supervisors in surveying salaries and benefits for employees from other public jurisdictions
- Negotiates with representatives of employee organizations, and represents the Board in labor relations

**MARIPOSA: Administrative Officer**

**TYPICAL DUTIES** (cont'd)

- Performs such investigations, studies, or surveys as the Board of Supervisors may request for the efficient and effective use of human resources, materials, facilities, and services
- Represents the Board of Supervisors in the County's intergovernmental relations in accordance with Board policies and instructions
- Oversees the preparation of the Board's weekly agenda
- Evaluates departmental requests and makes recommendations on agenda items
- Analyzes proposed State and Federal legislation, making recommendations to the Board for positions on proposed legislation
- Develops budget instructions and procedures
- Recommends an annual operating budget based on revenue projections, proposed goals, work programs and projects
- Monitors and reports periodically the expenditures, revenues and changes needed to stay within the Board's approved financial plan
- Prepares a proposed capital improvement budget
- May prepare appointed department head evaluations for review by the Board of Supervisors
- Assists department heads as needed
- Provides training and develops leadership programs for employees
- Prepares Board of Supervisors response to the Grand Jury report

**MARIPOSA: Administrative Officer**

**TYPICAL DUTIES** (cont'd)

- Prepares a variety of reports, memos and correspondence
- May administer the County Personnel function
- May administer the County Risk Management function
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- State of California budget process
- Management principles and techniques
- Fiscal, personnel, risk management, and public administration relating to local government

**Ability to:**

- Plan, organize and direct the work of the County Administrator's Office
- Interpret, explain and apply applicable codes, laws, rules and regulations
- Effectively assemble, organize and present in written and/or oral form reports, surveys, and related materials
- Analyze situations and develop an appropriate course of action
- Communicate effectively in both oral and written forms
- Establish and maintain positive work relationships with those contacted in the performance of required duties

**MARIPOSA: Administrative Officer**

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with a degree in public administration, political science, social science or a related field, and five years of progressively responsible experience in public administration. Graduate work in public administration, business administration, or related field is desirable.

Creation Date: 4/88

Revision date: 6/00 (B/S 00-236)