

**RECOMMENDED ACTION AND JUSTIFICATION:**

(Policy Item: Yes \_\_\_ No )

Recommended Actions regarding 1998 Reclassification requests:

- A. Approve new classification of Deputy Agricultural Commissioner/Sealer of Weights and Measures at salary Range 220 and reclassify incumbent Agricultural & Standards Inspector to the new classification.
- JH 152-146* B. Adopt Merit System Services classification specification for System Support Analyst at salary Range 146 and reclassify one Eligibility Worker III position and the incumbent employee.
- C. Approve reclassifying one Accounting Technician I position and the incumbent employee to an Accounting Technician III in the Auditor's Office.
- D. Approve reclassifying one Office Assistant II position and the incumbent employee to a Senior Office Assistant in the Health Department.
- E. Approve reclassifying one Accounting Technician I position and the incumbent employee to an Accounting Technician III in the Health Department.
- F. Approve new classification of Deputy Director, Parks and Recreation at salary Range 220 and reclassify the incumbent Parks and Recreation Planner to the new classification.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors reviews and acts on reclassification requests each year.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

The Board may approve, deny or deny with findings.

<p><b>COSTS:</b> ( ) 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></p> <p>List the attachments and number the pages consecutively:</p> <p>Staff report _____</p> <p>New classification specifications _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>CLERKS USE ONLY:</b></p> <p>Res. No. <u>99-122</u> Ord. No. _____</p> <p>Vote - Ayes: <u>5</u> Noes: _____</p> <p>Absent: _____ Abstained: _____</p> <p>Approved ( ) Denied ( )</p> <p>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>_____</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></p> <p>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>_____</p> <p>CAO's Initials: <i>JH</i></p>



# COUNTY of MARIPOSA

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

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

**DISTRICT I**  
**DISTRICT V**  
**DISTRICT II**  
**DISTRICT III**  
**DISTRICT IV**



## 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:** 1998 Reclassification Requests; Res. 99-122

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on April 20, 1999

#### ACTION AND VOTE:

**10:06 a.m.** Janet Hogan, County Administrative Officer;  
Review and Action Regarding 1998 Reclassification Requests

**BOARD ACTION:** Discussion was held concerning the requests, timing of the reclassification process in relation to the salary negotiation process for employees, changes in the ranges versus percentages, and relative to budgeting for the increased costs. (M)Reilly, (S)Stewart, Res. 99-122 adopted approving the 1998 reclassification requests as recommended/Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Tom Archer, Human Services Director  
Don Cripe, Agricultural Commissioner/Sealer  
Dr. Mosher, Health Officer  
Mike Edwards, Public Works Director  
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

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April 23, 1999

*JH* To: Board Members  
From: Janet Hogan, County Administrative Officer  
Subject: FY 1998-99 Reclassification Recommendations

Attached please find a copy of the reclassification requests as approved by the Board on April 20, 1999.

Please note that salary range number for the System Support Analyst has been corrected from 146 to 152. This correction reflects the actual ten percent increase that was discussed and recommended in the staff report.

If you have any questions, please do not hesitate to let me know.

Thanks.

Cc: Ken Hawkins, Auditor  
Tom Archer, Human Services Director  
Resolution No. 99-122 File



MARIPOSA COUNTY

JOB TITLE: Deputy Director, Parks and Recreation

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

This classification performs responsible administrative and field work as the head of the Parks and Recreation Division of the Department of Public Works. This position plans, organizes, coordinates and manages the activities and operations of the County's parks and recreation programs; and directs work on acquisition and development of parks and recreational areas and facilities.

Employees in this classification work under administrative direction, supervise and formally evaluate the work of others. This job class requires a high level of organizational, administrative and supervisory skills with specialized knowledge related to the acquisition and development of parks and recreational areas and related programs. This job class exercises a high level of independent decision-making and is responsible for directing and administering day-to-day operations as well as predicting future needs for the division. This position works in close cooperation with the Facility Maintenance Manager to ensure the safe and efficient operation and maintenance of the division's facilities and parks.

**SUPERVISOR:** This position is appointed by and reports to the Director, Public Works

**TYPICAL DUTIES**

- Organizes, supervises, directs, administers and coordinates the activities and functions of the Parks and Recreation Division of the Department of Public Works
- Establishes and implements Parks and Recreation policies and procedures for assigned operations; evaluates existing policies for efficiency and implements or modifies procedures to increase operational effectiveness
- Directs studies to determine the parks and recreational needs of the County; recommends and discusses plans for parks and recreational services with the Director of Public Works, the County Administrative Officer and the County Board of Supervisors

MARIPOSA: Deputy Director, Parks and Recreation

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

- Plans and directs the development of grounds, buildings and facilities for parks and recreational purposes; assists with planning and coordination of the schedule and performance of maintenance and construction work with Facilities Maintenance, other County departments or outside contractors as required
- Confers with civic and school groups regarding recreational activities; uses press releases and speaking engagements to inform the public of divisional activities
- Directs procurement and supply activities
- Prepares and administers the division's budget; directs the maintenance of fiscal records as required
- Prepares agenda items, project proposals, reports and evaluations for various Boards and Commissions
- Develops, prepares and may present grant applications to State and other agencies
- Acts as liaison between the Parks and Recreation Division and other government agencies
- Serves as staff to the Parks and Recreation Commission
- Assigns, supervises and formally evaluates the work of Parks and Recreation personnel; administers discipline and handles grievances in conjunction with established policy
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- the problems, techniques and practices in the planning, development, operation and maintenance of public parks
- the principles and objectives of organized recreation programs

MARIPOSA: Deputy Director, Parks and Recreation

Knowledge of (Cont'd):

- administrative practices and procedures involved with personnel, finance, and recreational facilities design and construction
- revenue sources and methods of acquiring funds including grant applications
- the principles and practices of supervision

Ability to:

- plan, organize, direct, coordinate, acquire, and operate the programs, land and facilities associated with parks and recreation
- work with the Facilities Maintenance Division to ensure safe operation and efficient maintenance of the division's parks and facilities
- develop and implement policies and procedures to enhance Parks and Recreation Division programs
- understand and execute both oral and written instructions in an independent manner
- prepare and administer a budget
- effectively communicate in both oral and written forms
- supervise and formally evaluate the work of subordinate personnel
- maintain accurate funding, budgetary and accounting records and prepare related reports
- acquire or generate new revenue
- establish and maintain effective work relationships with those contacted in the performance of required duties

MARIPOSA: Deputy Director, Parks and Recreation

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with a degree in Park Administration, Recreation, Public Administration or a closely-related field and five years of responsible administrative experience in parks and recreation serving a diversified community population. A valid California driver's license is required.

DepP&R  
Creation Date: 4/99 (B/S 99-122)

MARIPOSA COUNTY

JOB TITLE: Deputy Agricultural Commissioner/Sealer

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under administrative direction, to plan, organize, direct, manage and participate in the agricultural and weights and measures inspection activities within the Agriculture Department including supervision of hunting/trapping functions; to serve as Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures per code and statutory requirements; to coordinate agricultural and weights and measures inspection activities with other departments; and to provide highly complex staff assistance to the Agricultural Commissioner/Sealer.

SUPERVISOR: Agricultural Commissioner/Sealer

**TYPICAL DUTIES:**

- Assumes the responsibilities of the Agricultural Commissioner/Sealer in his/her absence
- Develops and implements goals, objectives, policies and procedures for agricultural and weights and measures inspection and hunting/trapping activities
- Plans, organizes and directs agricultural weights and measures inspection activities including supervision of hunting/trapping functions
- Directs, oversees and participates in the development of agricultural, weights and measures inspection and hunting/trapping work plans, assigns work activities, projects and programs; monitors work flow, reviews and evaluates work products, methods and procedures
- Performs agricultural and weights and measures inspections, in difficult or complex situations or as a technical advisor to inspectors in the field; schedules, prepares and conducts training sessions for technical personnel



MARIPOSA: Deputy Agricultural Commissioner/Sealer

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

- Periodically prepares and submits regulatory reports to various agencies; reviews requests and issues a variety of permits and certificates including restricted material permits and qualified applicator certificates; and reviews pest control operator and grower pesticide use reports
- Assists the public with pest control problems and issues restricted material permits
- Initiates and conducts investigations based on consumer complaints; enforces corrections and non-compliance and/or pursues civil action in particularly difficult or sensitive cases
- Assists in budget preparation for agricultural, weights and measures inspection and trapping/hunting activities; forecasts funds needed for staffing, equipment, materials and supplies; administers the approved budget
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures as directed; maintains discipline and high standards as necessary for the efficient and professional operation of the department
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees; and provides technical assistance to the Agricultural Commissioner/Sealer as necessary
- Researches and prepares technical and administrative reports; prepares written correspondence
- Performs related duties as assigned

MARIPOSA: Deputy Agricultural Commissioner/Sealer

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- principles and practices of agricultural inspection, weights and measures testing and inspection and of detection and eradication of diseases and pests related to agricultural commodities
- principles and practices of leadership, motivation, team building and conflict resolution
- pertinent local, state and federal rules, regulations and laws
- modern office procedures, methods and computer equipment
- principles and practices of policy development
- principles and practices of organizational analysis and management
- budgeting procedures and techniques
- principles and practices of supervision, training and personnel management

**Ability to**

- organize and direct the operations of agricultural inspection, weights and measures inspection and trapping/hunting functions
- on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem-solve department-related issues; remember various rules; and explain and interpret policy
- perform the most complex work of the department
- analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendation in support of goals

MARIPOSA: Deputy Agricultural Commissioner/Sealer

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

- gain cooperation through discussion and tact
- interpret and apply County and department policies, procedures,, rules and regulations
- prepare and administer a budget
- supervise, train and evaluate personnel
- establish and maintain effective working relationships with those contacted in the course of work
- communicate clearly and concisely, both orally and in writing

**MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university with major course work in chemistry, agricultural biology or a related physical science, or public or business administration, organizational management or a related field, and four years of increasingly responsible experience in agricultural inspection and weights and measures testing and inspection, including two years of supervisory responsibility.

Possession of California State Certificates as both a Deputy Agricultural Commissioner and am Deputy Sealer of Weights and Measures is required.

## ***SYSTEM SUPPORT ANALYST***

*(Statewide Automated Welfare System)*

### **DEFINITION**

Under general supervision, employees in this class serve as the main resource person for users of the automated public assistance system; answer user questions; analyze, investigate and resolve computer-related problems; improve and modify systems; provide training and instruction; coordinate with the state central help desk; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The System Support Analyst is a full journey level classification. Incumbents are required to apply extensive knowledge of multiple public assistance programs, automated public assistance systems, computer hardware equipment and software applications. The System Support Analyst may provide functional direction to eligibility and fiscal staff for duties related to the help desk function.

### **EXAMPLES OF DUTIES**

- Act as a resource person for users by answering questions and resolving problems related to the use, application, and operation of SAWS.
- Diagnose problems to determine if the cause is due to system, software, hardware, or other source, and correct problem and operational procedures or refer more difficult problems to appropriate personnel or vendors.
- Research regulations, procedures and/or technical reference materials as necessary.
- Analyze mainframe data for system problems, and research problems to identify appropriate action to take.
- Meet with management, supervisory staff, and other staff regarding systems usage, improvements, modifications, maintenance, and training needs for workers.
- Work with computer support personnel in identifying problems with the system, programs, PC's, or printers.
- Work with programmers, computer vendors, and computer personnel to improve the effectiveness of the system.
- Coordinate with the state central help desk personnel to resolve problems.
- Document and track system problems and write reports on issues.

- Stay abreast of the new statewide automated system procedures, and prepare on-line bulletins to inform users of changes or additions.
- Write or assist in writing and revising procedures, instructional materials and staff development tools for systems-related training.
- Develop system training material for users, or recommends outside contractors to provide training.
- Attend meetings and represent department at meetings with other departments and agencies for information sharing, system improvements and implementation of changes.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including telephones, calculators, copiers, facsimile, computers and other related peripheral equipment such as printers and scanners.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment and includes continuous contact with staff, vendors, and management. Work may involve stressful situations.

**MINIMUM QUALIFICATIONS**

***Knowledge of:***

- Legislation, regulations, and procedures related to multiple public assistance programs, including grant determination and calculation.
- Work methods and techniques employed by eligibility staff, including documentation and reporting requirements.
- Departmental goals and program objectives.
- Statewide Automated Welfare System from a user perspective and general application.
- Terminology relating to computer software, hardware, and peripheral equipment.
- Methods of system diagnostics, error research and trouble-shooting.
- Training methods and techniques.

***Ability to:***

- Evaluate and interpret automated information systems from a user perspective.
- Identify, evaluate and research operational problems, make independent judgments and implement changes.
- Gather information and analyze data to establish or identify needs and make recommendations for improvement. Ability to interpret and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations.
- Understand, interpret and apply rules, regulations, ordinances and legislation; stay abreast of new program regulations and legislation; and determine the impact of regulatory change on local operations and systems.
- Maintain records, document actions, prepare narratives and related reports.
- Read and comprehend written material on a wide variety of technical subjects.
- Organize, prioritize, schedule and coordinate work flow to meet production deadlines.
- Establish and maintain effective working relationships with all persons contacted during the course of work.
- Maintain confidentiality of information.
- Communicate effectively orally and in writing.

***Education and Experience:***

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience performing duties comparable to the Eligibility Worker III - SAWS classification; or two years of experience performing duties comparable to the Eligibility Worker II - SAWS classification.

***OR***

One year of experience performing duties comparable to the Eligibility Worker III or two years performing duties comparable to the Eligibility Worker II in a non-SAWS operational county, including multiple program knowledge of AFDC, Food Stamps, and Medi-Cal;

***AND***

Computer related education, training, or experience which provided knowledge of an operating system such as UNIX or MS-DOS, and a major software application; or training on the Statewide Automated Welfare System (SAWS).