



MARIPOSA COUNTY

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



RESOLUTION - ACTION REQUESTED 2018-288

MEETING: June 19, 2018

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel - Interim Human Resources Director

RE: Amend Assistant Director of Human Services Class Specification;
Increase Salary

RECOMMENDATION AND JUSTIFICATION:

Amend the class spec for the Assistant Director of Human Services effective immediately; and approve a 10% salary increase for the position retroactive to February 1, 2017.

The incumbent Assistant Director was promoted into the position on February 1, 2017. At that time, the incumbent immediately began performing different and other duties not previously assigned to the former Assistant Director. Some of those duties included managing the Human Resources' function within the department such as discipline and performing investigations; managing the Program Integrity Unit; managing the fiscal operations of the department, and leading the building operations and maintenance of facilities.

In preparation for the proposed consolidation of the Human Services Department, Health Department, and Community Services Department, it is important to establish a baseline to build from in developing a new class spec for the Assistant Director under the newly consolidated Health and Human Services organization. To ensure that this occurs, it is recommended that the proposed changes to the current class spec are approved so that a reference point is established to move forward efficiently.

The incumbent in the Assistant Director position has been performing the significant duties and responsibilities of a higher level and should be equitably compensated. It is recommended that a 10% salary increase for the position is implemented effective to the date the incumbent was appointed to the position on February 1, 2017. As a result of this 10% increase, the new salary schedule for the Assistant Director position will be as follows:

| | Hourly | Monthly | Annual |
|--------|--------|----------|------------|
| Step 1 | 46.197 | 8,007.33 | 96,089.76 |
| Step 2 | 48.507 | 8,407.72 | 100,894.56 |
| Step 3 | 50.932 | 8,828.04 | 105,938.56 |
| Step 4 | 53.478 | 9,269.34 | 111,234.24 |

Resolution - Action Requested 2018-288

| | | | |
|--------|--------|----------|------------|
| Step 5 | 56.152 | 9,732.83 | 116,796.16 |
|--------|--------|----------|------------|

There will be no impact to the County's General Fund to accommodate the proposed salary increase.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On January 13, 2015, the Board of Supervisors approved the creation of the Assistant Director of Human Services and allocated the position to the Human Services Department.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in a more cumbersome and involved process through the Health and Human Services consolidation as it relates to the Assistant Director classification. Further, the incumbent Assistant Director would not be appropriately compensated for the level of work the incumbent is currently performing.

FINANCIAL IMPACT:

There will be no impact to the County's General Fund to accommodate the proposed salary increase.

ATTACHMENTS:

Assistant Director of Human Services(PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

ASSISTANT DIRECTOR OF HUMAN SERVICES

DEFINITION

To perform responsible administrative work in assisting the Human Services Director in the development and implementation of departmental policies, strategies, and operational plans; to lead fiscal operations, human resources functions, building operations and maintenance of facilities of the Department, training and professional development activities in the department; to provide oversight of information technology, emergency response, program integrity unit, and civil rights coordination; to assist in the training and mentoring of new leadership team members; to assist the deputy directors in managing day-to-day operations, developing new systems and structures, evaluating performance, and ensuring systems and structures of the organization are functioning properly; to serve as a lead member of the department's management team; and to serve as acting Human Services Director in his/her absence.

This position collaborates with the Director to accomplish the department's mission statement and administratively-established goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Services Director.

Exercises supervision over professional, management, supervisory, technical, and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assist the Director in managing, planning, organizing, and directing activities and operations of the department and assumes full responsibility of the department as needed, including in planning for and implementing emergency response and recovery efforts during a disaster.

Assist in developing the department goals and objectives; assist in the development of policies and procedures.

Oversee the fiscal functions of the department, including budget development, accounts payable and accounts receivables, in consultation with the Director and Deputy Directors; ensures the development and implementation of effective fiscal policies and procedures to maintain compliance with all federal, state, and local funding sources.

Confer with the Director regarding policies and operating processes; review, evaluate, and recommend changes in policies, programs, and operations.

Mentor and coach subordinates to implement the direction of the Director; identify emerging issues, assess alternative strategies and action plans, and solve problems.

Develop and implement work plans, performance measures, and assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures of the Administrative Division.

Direct the human resources functions within the department; assist supervisory staff in developing and conducting performance evaluations; conduct confidential personnel investigations; recommend the implementation of discipline; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Lead the training unit, ensuring the implementation of employee orientation strategies and department access to training and professional development opportunities.

Oversees and monitors various oversight units such as the Program Integrity Unit which includes fraud investigations; and civil rights complaints and investigations.

Oversees and monitors departmental support programs, including information technology and facilities and maintenance.

Acts as the Safety Officer for the department, ensuring the development and implementation of all related safety plans; participates on the County-wide Safety Committee.

Oversee the research and preparation of technical and administrative reports with consultants and staff; oversees contract development and management within the department; prepare related correspondence.

Perform a variety of special assignments.

Perform general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of leadership.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of policy development and implementation.

Budget preparation and administration practices and knowledge of Social Services and Behavioral Health funding sources.

Pertinent policies, procedures, laws, rules, and regulations as they apply to human resources management.

Principles of management, supervision, training and performance evaluation.

Principles and practices of organizational analysis, performance measures, and management.

Public/community relations techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Assist in providing administrative and professional leadership in support of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize and supervise the work of subordinate staff.

Select, train and evaluate staff.

Develop and implement division and department policies and procedures.

Assist in the development and implementation of department policies and procedures.

Analyze and implement program mandates.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative, financial and technical reports.

Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including diverse interest groups and advisory boards, advocacy groups, and other governmental organizations.

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:

Five years of senior level managerial and/or administrative experience relating to planning, organizing, and directing the operations of a large, complex division, department, or agency involving a wide variety of programs, services, and funding sources. Knowledge of local client demographics, community needs, and relationships with community partners preferred. Experience in a Human Services Agency is preferred.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree with major coursework in business, public administration, public health, health science, social work, psychology, counseling, behavioral sciences, or a closely related field. A Master's degree in a related field 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.

Creation Date: 01/15 (B/S 15-26)
Revision Date: 06/18 (B/S 18-288)