

1 BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

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3 RESOLUTION NO. \_\_\_\_\_

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5 A RESOLUTION AMENDING RESOLUTION NO. 2017 -125 ESTABLISHING POSITION  
6 ALLOCATIONS FOR FISCAL YEAR 2017-2018,  
7 BUDGET UNIT NO. 1012, ADMINISTRATIVE OFFICE

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9 RESOLVED by the Board of Supervisors of the County of Lake, State of California, that it  
10 finds, determines, and hereby declares that:

11 1. Resolution No. 2017-125 is hereby amended to be effective  
12 \_\_\_\_\_, 2018 as follows:

- 13 a. The position allocation for Budget Unit No. 1012, Administrative Office, shall be  
14 amended to delete one (1) half-time Deputy County Administrative Officer I/II/III  
15 allocation; and add one (1) half-time Deputy County Administrative Officer I/II/III -  
16 Hourly allocation.

17 **1012** **ADMINISTRATIVE OFFICE**

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County Administrative Officer	1	Funded
Chief Deputy County Administrative Officer - Budget Officer	1	Funded
Chief Deputy County Administrative Officer	1	6 Months
Deputy County Administrative Officer I/II/III	2	Funded
Deputy County Administrative Officer I/II/III - Hourly	0.5	Funded
Administrative Analyst I	1	Funded
Accountant I (Confidential)	1	Funded
Administrative Assistant	1	Funded
Sr. Administrative Assistant	1	Funded
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A RESOLUTION AMENDING POSITION ALLOCATION FOR BU 1012, ADMINISTRATIVE OFFICE

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2. A POSITION TITLE is hereby established in the County service as follows:

<u>Class</u>	<u>Class Title</u>	<u>Grade</u>	<u>Entry Hourly Salary</u>
2-1999	Deputy County Administrative Officer I – Hourly	A29	\$31.50
2-2000	Deputy County Administrative Officer II – Hourly	A30	\$33.08
2-2001	Deputy County Administrative Officer III – Hourly	B31	\$35.60

This resolution was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on \_\_\_\_\_, 2017 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: Carol J. Huchingson  
Clerk of the Board

COUNTY OF LAKE

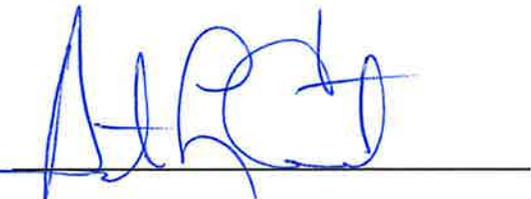
By: \_\_\_\_\_

By: \_\_\_\_\_

Chairman, Board of Supervisors

APPROVED AS TO FORM:

AUDITOR REVIEW:



\_\_\_\_\_

Anita L. Grant  
County Counsel

Cathy Saderlund  
Auditor-Controller

## DEPUTY COUNTY ADMINISTRATIVE OFFICER I - HOURLY

### **DEFINITION**

Under administrative direction, to assist with preparation and review County departments' ongoing budget requests and develop final expenditure recommendations for presentation to the Board of Supervisors; to provide a variety of support with planning, organizing, reviewing, administering, and supervising the functions of the County government; to perform and oversee a variety of functions related to the marketing and economic development functions of the County government, as assigned; to perform the functions of the Public Information Officer or Purchasing Agent or Lead Economic Development Coordinator, as delegated by the County Administrative Officer; to represent the Board of Supervisors' policies and programs with County staff, community organizations, other agencies, and the public, as delegated; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first working level in the Deputy County Administrative Officer - Hourly class series. There may be multiple allocations of this class series with incumbents assigned to the appropriate level and scope of responsibility based on experience, education, and agency needs. Incumbents are responsible for providing a variety of assistance to the County Administrative Officer. Deputy County Administrative Officer I - Hourly is distinguished from Deputy County Administrative Officer II - Hourly by the fact that incumbents at the Deputy County Administrative Officer I level perform a narrower range of duties under closer supervision. The Deputy County Administrative Officer - Hourly class series is distinguished from the Deputy County Administrative Officer class series in that positions in the Deputy County Administrative Officer - Hourly class series are non-management positions and are generally allocated as part-time positions. When work knowledge has been developed, sound work demonstrated, and requirements have been met, an incumbent may reasonably expect promotion to the Deputy County Administrative Officer II - Hourly level.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS SUPERVISED** (Subject to change based on allocated positions and/or assignment)

Accountant I, II – Confidential; Administrative Assistant; Administrative Analyst I; II; and/or other staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (*The following is used as a partial description and is not restrictive as to duties required.*)

Provides information to public officials, media, and the public as assigned, including during times of emergencies; may review press releases and coordinate release of County information to the media; performs legislative analysis and prepares summaries of proposed legislation impacts; exercises considerable responsibility in the development and administration of the County budget, as assigned; may consult with department heads in the development of budget requests, preparation of final expenditure recommendations, and presentation of the budget to the Board of Supervisors; prepares and presents reports regarding budget requirements and needs of County government; assists with reviewing requests for budget transfers and develops and presents recommendations on budget transfers to the Board of Supervisors; may approve interdepartmental transfers of fixed assets; has responsibility for contracts with consultants and insurance agencies; ensures the proper administration of assigned grants; serves on special committees, as assigned; performs a variety of special studies and projects, as delegated, developing recommendations and reports on the operations and efficiency of County government; may attend Board of Supervisors' meetings, providing recommendations on agenda items; meets with County department heads, answering questions and providing

## DEPUTY COUNTY ADMINISTRATIVE OFFICER I – HOURLY - 3

### DESIRABLE QUALIFICATIONS (continued)

#### Ability to: (continued)

- Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### Training and Experience:

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

Graduation from a four year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, Education or a closely related field.

Education leading to a CPA may be substituted for a Bachelor's degree in Accounting.

AND

At least three (3) years of experience performing a variety of complex, analytical administrative work such as the development and administration of programs, budgets, public services management, personnel, fiscal, staff development, communications, marketing, or other high-level analytical/administrative functions. Experience in a public agency is strongly preferred.

A Master's Degree in Public Administration or Business Administration or a closely related field is desirable.

#### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license.

***The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.***

## DEPUTY COUNTY ADMINISTRATIVE OFFICER II - HOURLY

### **DEFINITION**

Under administrative direction, to assist with preparation and review County departments' ongoing budget requests and develop final expenditure recommendations for presentation to the Board of Supervisors; to provide a variety of support with planning, organizing, reviewing, administering, and supervising the functions of the County government; to perform and oversee a variety of functions related to the marketing and economic development functions of the County government, as assigned; to perform the functions of the Public Information Officer or Purchasing Agent or Lead Economic Development Coordinator, as delegated by the County Administrative Officer; to represent the Board of Supervisors' policies and programs with County staff, community organizations, other agencies, and the public, as delegated; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Deputy County Administrative Officer – Hourly class series. There may be multiple allocations designated to this class series with incumbents assigned to the appropriate level and scope of responsibility based on experience, education, and agency needs. Incumbents are responsible for providing a variety of assistance to the County Administrative Officer. Deputy County Administrative Officer II – Hourly is distinguished from Deputy County Administrative Officer I - Hourly by the fact that incumbents at the Deputy County Administrative Officer I - Hourly level perform a narrower range of duties under closer supervision. Deputy County Administrative Officer II - Hourly is distinguished from Deputy County Administrative Officer III - Hourly by the fact that incumbents at the Deputy County Administrative Officer III level perform a wide variety of the most complex administrative and supervisory duties with minimal supervision. The Deputy County Administrative Officer – Hourly class series is distinguished from the Deputy County Administrative Officer class series in that positions in the Deputy County Administrative Officer – Hourly class series are non-management positions and are generally allocated as part-time positions. When work knowledge has been developed, sound work demonstrated, and requirements have been met, an incumbent may reasonably expect promotion to the Deputy County Administrative Officer III – Hourly level.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS SUPERVISED** (Subject to change based on allocated positions and/or assignment)

Accountant I, II -Confidential; Administrative Assistant; Administrative Analyst I, II; and/or other staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides information to public officials, media, and the public, as assigned, including during times of emergencies; may review press releases and coordinate release of County information to the media; performs legislative analysis and prepares summaries of proposed legislation impacts; exercises considerable responsibility in the development and administration of the County budget, as assigned; may consult with department heads in the development of budget requests, preparation of final expenditure recommendations, and presentation of the budget to the Board of Supervisors; prepares and presents reports regarding budget requirements and needs of County government; assists with reviewing requests for budget transfers and develops and presents recommendations on budget transfers to the Board of Supervisors; may approve interdepartmental transfers of fixed assets; has responsibility for contracts with consultants and insurance agencies; ensures the proper administration of assigned grants; serves on special committees, as assigned;

## **DEPUTY COUNTY ADMINISTRATIVE OFFICER II - HOURLY - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

performs a variety of special studies and projects, as delegated, developing recommendations and reports on the operations and efficiency of County government; may attend Board of Supervisors' meetings, providing recommendations on agenda items; meets with County department heads, answering questions and providing guidance and assistance, as delegated; assists with preparing and implementing long-range plans and goals for improving the development of Lake County, including infrastructure improvements; may be assigned considerable responsibility for the County marketing and/or economic development functions; assists with reviews of the County Organization Plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions; coordinates the preparation, execution, and management of assigned County contracts and leases; responds to citizen requests and complaints, referring them to other County management staff, as warranted; represents Board of Supervisors' policies and County programs and services with County staff, the public, community organizations, and other government agencies; may perform a wide variety of duties related to functions assigned to the Administrative Office and/or the operation of the County, as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; frequent driving to different locations throughout the County; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Principles and practices of marketing and economic development.
- Laws, rules, ordinances, and legislative processes controlling Lake County government services and operations.
- Organization, problems, and functions of county government.
- Research and evaluation methods.
- Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.
- Project planning and implementation.
- Grant procurement and administration.
- Personal computers and software applications related to County management and administration.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Assist with planning, organizing, administering, coordinating, and supervising the functions and services of the County to achieve efficient operations and achieve program goals.
- Assist with preparation and administration of the County budget and overseeing fiscal controls.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Assist with the preparation and administration of the County's overall marketing and economic development strategies, as assigned.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to County operations, programs, and services.

## DEPUTY COUNTY ADMINISTRATIVE OFFICER II – HOURLY - 3

### DESIRABLE QUALIFICATIONS (continued)

#### Ability to: (continued)

- Provide advice and consultation to County management on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise delegated authority tactfully and effectively.
- Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### Training and Experience:

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

Graduation from a four year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, Education, or a closely related field.

Education leading to a CPA may be substituted for a Bachelor's degree in Accounting.

AND

At least three (3) years of experience performing a variety of complex, analytical administrative work such as the development and administration of programs, budgets, public services management, personnel, fiscal, staff development, communications, marketing, or other high-level analytical/administrative functions.

AND

At least one (1) year of experience performing complex analytical work for a public agency in a position comparable to that of a Deputy County Administrative Officer I – Hourly with the County of Lake.

A Master's Degree in Public Administration or Business Administration or a closely related field is desirable.

#### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license.

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## DEPUTY COUNTY ADMINISTRATIVE OFFICER III - HOURLY

### **DEFINITION**

Under administrative direction, to assist with preparation and review County departments' ongoing budget requests and develop final expenditure recommendations for presentation to the Board of Supervisors; to provide a variety of support with planning, organizing, reviewing, administering, and supervising the functions of the County government; to perform and oversee a variety of functions related to the marketing and economic development functions of the County government, as assigned; to perform the functions of the Public Information Officer or Purchasing Agent or Lead Economic Development Coordinator, as delegated by the County Administrative Officer; to represent the Board of Supervisors' policies and programs with County staff, community organizations, other agencies, and the public, as delegated; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced working level in the Deputy County Administrative Officer - Hourly class series. There may be multiple allocations of this class series with incumbents assigned to the appropriate level and scope of responsibility based on experience, education, and agency needs. Incumbents are responsible for providing a variety of assistance to the County Administrative Officer. Deputy County Administrative Officer III - Hourly is distinguished from Deputy County Administrative Officer II - Hourly by the fact that incumbents at the Deputy County Administrative Officer III - Hourly level perform a wide variety of the most complex administrative and supervisory duties with minimal supervision. The Deputy County Administrative Officer – Hourly class series is distinguished from the Deputy County Administrative Officer class series in that positions in the Deputy County Administrative Officer – Hourly class series are non-management positions and are generally allocated as part-time positions.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS SUPERVISED** (Subject to change based on allocated positions and/or assignment)

Accountant I, II -Confidential; Administrative Assistant; Administrative Analyst I, II; and/or other staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (*The following is used as a partial description and is not restrictive as to duties required.*)

Provides information to public officials, media, and the public as assigned, including during times of emergencies; may review press releases and coordinate release of County information to the media; performs legislative analysis and prepares summaries of proposed legislation impacts; exercises considerable responsibility in the development and administration of the County budget, as assigned; may consult with department heads in the development of budget requests, preparation of final expenditure recommendations, and presentation of the budget to the Board of Supervisors; prepares and presents reports regarding budget requirements and needs of County government; assists with reviewing requests for budget transfers and develops and presents recommendations on budget transfers to the Board of Supervisors; may approve interdepartmental transfers of fixed assets; has responsibility for contracts with consultants and insurance agencies; ensures the proper administration of assigned grants; performs legislative analysis and prepares summaries of proposed legislation impacts; serves on special committees, as assigned; performs a variety of special studies and projects, as delegated, developing recommendations and reports on the operations and efficiency of County government; may attend Board of Supervisors' meetings, providing recommendations on agenda items; meets with County department heads, answering questions and providing guidance and

## **DEPUTY COUNTY ADMINISTRATIVE OFFICER III - HOURLY - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

assistance, as delegated; assists with preparing and implementing long-range plans and goals for improving the development of Lake County, including infrastructure improvements; may be assigned considerable responsibility for the County marketing and/or economic development functions; assists with reviews of the County Organization Plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions; coordinates the preparation, execution, and management of assigned County contracts and leases; responds to citizen requests and complaints, referring them to other County management staff, as warranted; represents Board of Supervisors' policies and County programs and services with County staff, the public, community organizations, and other government agencies; may perform a wide variety of duties related to functions assigned to the Administrative Office and/or the operation of the County, as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; frequent driving to different locations throughout the County; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Principles and practices of marketing and economic development.
- Laws, rules, ordinances, and legislative processes controlling Lake County government services and operations.
- Organization, problems, and functions of county government.
- Research and evaluation methods.
- Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.
- Project planning and implementation.
- Grant procurement and administration.
- Personal computers and software applications related to County management and administration.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Assist with planning, organizing, administering, coordinating, and supervising the functions and services of the County to achieve efficient operations and achieve program goals.
- Assist with preparation and administration of the County budget and overseeing fiscal controls.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Assist with the preparation and administration of the County's overall marketing and economic development strategies, as assigned.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to County operations, programs, and services.
- Provide advice and consultation to County management on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise delegated authority tactfully and effectively.

## DEPUTY COUNTY ADMINISTRATIVE OFFICER III – HOURLY - 3

### DESIRABLE QUALIFICATIONS (continued)

#### Ability to: (continued)

- Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### Training and Experience:

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

At least two (2) years of experience performing complex analytical work for a public agency in a position comparable to that of a Deputy County Administrative Officer II - Hourly with the County of Lake.

Graduation from a four year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, Education, or a closely related field.

Education leading to a CPA may be substituted for a Bachelor's degree in Accounting.

A Master's Degree in Public Administration or Business Administration or a closely related field is desirable.

#### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license.

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