

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

2  
3 RESOLUTION NO. \_\_\_\_\_

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5 A RESOLUTION CONSOLIDATING THE HUMAN RESOURCES DEPARTMENT  
6 INTO A DIVISION OF THE ADMINISTRATIVE OFFICE AND AMENDING  
7 RESOLUTION NO. 2017 -125 ESTABLISHING POSITION ALLOCATIONS FOR  
8 FISCAL YEAR 2017-2018,  
9 BUDGET UNIT NO. 1012, ADMINISTRATIVE OFFICE

10  
11 WHEREAS, for a number of years, the Human Resources (HR) Department was a  
12 division of the County Administrative Office (Administration) and the Human Resources  
13 Director reported to the County Administrative Officer (CAO); and

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15 WHEREAS, it is not uncommon, in other jurisdictions, for the Human Resources  
16 Department to be a division of Administration, with the HR Director reporting to the  
17 CAO; and

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19 WHEREAS, it is again in the best interest of the County to consolidate the current  
20 Human Resources Department into a division of Administration; and

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22 WHEREAS, community feedback at recent Community Visioning Forums has solidified  
23 the need for dedicated staff to focus on grant writing, development of a volunteer  
24 employee corps, and other administrative projects;

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26 NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of  
27 Lake, State of California, that it finds, determines, and hereby declares that:

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1. Effective April 2, 2018, the Human Resources Department, budget unit 1341, shall be Human Resources, budget unit 1341, a division of the County Administrative Office, with the HR Director reporting to the County Administrative Officer.

2. Resolution No. 2017-125 is hereby amended to be as follows:

a. The position allocation for Budget Unit No. 1012, ADMINISTRATIVE OFFICE, shall be amended to delete one allocation of Chief Deputy County Administrative Officer and add one (1) allocation of Deputy County Administrative Officer – Administrative Projects and Grants.

**b. 1012 ADMINISTRATIVE OFFICE**

County Administrative Officer	1.000
Chief Deputy County Administrative Officer – Budget Officer	1.000
Deputy County Administrative Officer I/II/III	2.000
Deputy County Administrative Officer I/II/III - Hourly	0.500
Deputy County Administrative Officer – Administrative Projects and Grants	1.000
Administrative Analyst I	1.000
Accountant I (Confidential)	1.000
Administrative Assistant	1.000
Sr. Administrative Assistant	1.000
	9.500

3. A Deputy County Administrative Officer – Administrative Projects and Grants is hereby established in the County service as follows:

<u>Class</u>	<u>Class Title</u>	<u>Grade</u>	<u>Entry Monthly Salary</u>
1-1999	Deputy County Administrative Officer– Administrative Projects and Grants	A30	\$5734

4. The current Human Resources Director incumbent is reclassified into the position of Deputy County Administrative Officer – Administrative Projects and Grants

5. All prior amendments to Resolution 2017-125, including but not limited to Resolution 2018-04, are hereby superseded with regard to position allocations for Budget Unit No. 1012, ADMINISTRATIVE OFFICE.

This resolution was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on \_\_\_\_\_, 2018 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: Carol J. Huchingson  
Clerk of the Board

COUNTY OF LAKE

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

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

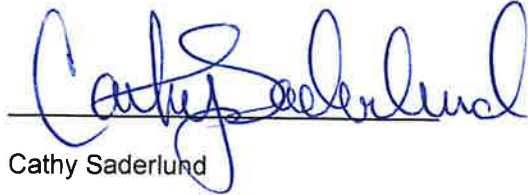
Chairman, Board of Supervisors

APPROVED AS TO FORM:

AUDITOR REVIEW:



Anita L. Grant  
County Counsel



Cathy Saderlund  
Auditor-Controller

## **DEPUTY COUNTY ADMINISTRATIVE OFFICER – ADMINISTRATIVE PROJECTS AND GRANTS**

### **DEFINITION**

Under general direction, to perform grant research; to perform the full scope of grant writing, as assigned; to develop and establish a variety of projects and programs for the County; to coordinate and manage projects and programs, as assigned; and to perform a wide variety of tasks related to county administration, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a unique, single-position management classification that performs a wide variety of work related to County administration. Duties may include, but are not limited to: grant research, grant writing and administration, developing, establishing and/or managing a variety of projects and programs, reviewing and revising County policy, coordinating and/or conducting training, and other duties, as assigned. This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority.

### **REPORTS TO**

County Administrative Officer

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

A variety of support staff assigned to the Administrative Office, extra help employees, and volunteers, as assigned. May be assigned to provide lead direction, work coordination, and/or training to staff in other County departments involved in assigned projects/programs.

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

Develops, establishes, coordinates, manages and/or performs outreach for a variety of projects and programs as assigned; may be assigned to establish projects and/or programs for other departments before passing the program and/or project to department staff; researches grants for the county; monitors availability of grants and communicates with the appropriate department(s); may perform grant-writing, and grant administration, as assigned; may facilitate approval of grants; may provide lead direction, work coordination, supervision, and/or training, as assigned; may assist in drafting and/or revising County policies and procedures; may be the primary contact for a variety of programs and projects; may assist with the creation of a variety of both internal and external outreach tools, including but not limited to newsletters, press releases, etc.; may assist with economic development projects; may coordinate and/or provide training on a variety of topics; may serve as a liaison between the Administrative Office and other County departments regarding grants, projects, programs, or other assigned tasks; and other duties, 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.
- Laws, rules, ordinances, and legislative processes controlling Lake County government services and operations.
- Organization, problems, and functions of county government.
- Project planning and implementation.
- Grant research, grant writing and grant administration
- Personal computers and software applications related to County management and administration.
- Principles of management, supervision, training, and employee evaluation.

### **Ability to:**

- Assist with planning, organizing, managing, coordinating, and supervising assigned functions and services of the County to achieve efficient operations and achieve program goals.
- Research and monitor availability of grants for a variety of County functions.
- Perform and/or assist with the performance of a wide variety of grant writing, grant administration, and grant tracking functions.
- Provide supervision, training, and timely work evaluations for staff, 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, as assigned.
- Provide advice and consultation to County management on the development of ordinances, regulations, programs, and policies, as assigned.
- Communicate well during public presentations.
- Exercise delegated management 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 an accredited four (4) year college or university with a major in Public Administration, Accounting, Business Administration, Political Science, Communications, English, Journalism or a related field.

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 service management, human resources, fiscal, staff development, communications, grant administration, marketing, or other high-level analytical/administrative functions.

AND

At least one (1) year of experience performing work at a level comparable to that of a Deputy County Administrative Officer I or other high-level management classification with the County of Lake.

**Special Requirements:**

Possession of a valid Class C California driver's license is required. A driver's license from another state may be accepted at the time of hire if the applicant acknowledges his/her responsibility to acquire a California driver's license as required by law.

***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.***