

96-442

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution approving the attached revised extra-help class specification for the position of 4-H and Youth Assistant.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The primary change in the attached draft class specification redefines the minimum qualifications by eliminating a specific number of hours of experience required and provides simplification for the process to screen for qualified applicants. Because of the nature of the 4-H and FFA activities, individuals usually do not keep any records of the amount of time which they spend, and it has been difficult for applicants to reconstruct the time and dates that apply. The other requested changes reflected in the draft are minor cleanup items for this class specification.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested revision and continue to attempt to recruit under the currently defined minimum qualifications.

Make any changes to this proposed revision as deemed necessary by the Board.

**COSTS:** (X) Not Applicable

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

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

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

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

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

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

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

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

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

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 96-442 Ord. No. \_\_\_\_\_

Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_

Absent: Richard Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

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

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

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

A.O. Initials:

MARIPOSA COUNTY

JOB TITLE: 4-H and Youth Assistant

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist in implementation of a 4-H and Youth Development Program for the youth of Mariposa County under the guidance and supervision of the University of California Cooperative Extension Program. The mission of the Youth Development Program is to develop youth to become effective, responsible and knowledgeable citizens through organized youth activities including but not limited to 4-H programming. This program is designed to develop life and social skills such as leadership development, leisure activities, an appreciation and knowledgeable use of the sciences, career decisions, decision-making skills and development of cooperative attitudes and activities.

SUPERVISOR: UCCE County Director/Advisor

**TYPICAL DUTIES**

- Carry out a progressive and informative PR program to inform the public and eligible youth of 4-H and youth activities, projects and events
- Assist in the development and implementation of a youth development program under the direction of the UCCE Advisor
- Conduct/direct youth activities and events
- Serve as liaison and counsel to 4-H Council
- Work with adult volunteer group leaders, members and parents
- Conduct an aggressive 4-H and youth recruitment program
- Assist the office secretary and UCCE Advisor as needed and directed

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's license
- ability to successfully complete a background check and be fingerprinted

MARIPOSA: 4-H and Youth Assistant

Knowledge of:

- office equipment such as, but not limited to, ten-key adding machines, copy machines, computers, typewriters and telephones

Ability to:

- use computers and learn word processing and other applications programs as necessary
- effectively meet the public and work with volunteer leaders and staff
- work unsupervised and make informed decisions, when supervisor is not at hand, based on established policies, procedures and other pertinent information
- supervise others as may be required
- accept constructive advice and maintain office confidentiality as well as have a positive attitude and disposition
- work weekends and evenings

MINIMUM QUALIFICATIONS

High school graduation or equivalent; and experience as a leader in 4-H or other school or youth groups is required. Participation as an active member in 4-H or FFA for two or more years may substitute for the required experience.

Creation date: 10/91  
Revision date: 11/12/91  
Revision date: 10/22/96 - B/S 96-442  
4H-Youth.frm