



MARIPOSA COUNTY

Human Resources · (209) 742-1379



RESOLUTION - ACTION REQUESTED 2018-533

MEETING: November 13, 2018
TO: The Board of Supervisors
FROM: Kimberly Williams, Human Resources Director
RE: Health and Human Services Changes-Dept Name and Class Specs

RECOMMENDATION AND JUSTIFICATION:

Authorize a change to the title of the Health and Human Services Department to Health and Human Services Agency and approve amendments to the Director's job description; approve amendments to the Community Services Director job description by converting the classification to a Deputy Director of Community Services, set the step 5 (top step) monthly salary at \$6,677.17, assign it to the Mariposa County Managerial and Confidential Organization (MCMCO) bargaining unit effective July 1, 2018, and authorize staff to develop a Side Letter of Agreement to address benefits for the incumbent.

Effective July 1, 2018, the Board of Supervisors approved the consolidation of three departments: the Community Services Department, the Health Department, and the Human Services Department into an integrated Health and Human Services Department. To better reflect that Health and Human Services is an agency that has several divisions and administers several programs under its umbrella, it is recommended and it is the department's desire to change the title from the Health and Human Services Department to the Health and Human Services Agency.

At the time the Board approved the consolidation, the Board also approved an amendment to the Human Services Director job description to reflect the integrated departments. It is recommended that additional amendments to the Director's job description are approved to reflect that the title of the Director position is Health and Human Services Agency Director and further, that the Director receives policy and administrative direction solely from the Board of Supervisors.

In the July 1 action, the Board directed that the Community Services Director begin reporting to the Health and Human Services Director instead of to the Board and to return with legislative actions to implement this change. It is recommended that the Board approve the following actions relative to the Community Services Director classification:

- 1) Approve amendments to the Community Services Director job description by converting it to a Deputy Director of Community Services and approving the changes to the job description.
- 2) Approve setting the step 5 (top step) monthly salary of the Deputy Director position

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to \$6,677.17. The current monthly salary of the Director position is \$6,677.17. Setting the top step monthly salary of the Deputy Director position to align with the current monthly salary of the Director position will ensure that the incumbent will not have an impact to her wages.

- 3) Approve assigning the Deputy Director position to the MCMCO bargaining unit effective July 1, 2018. Prior to July 1, the incumbent held a department head position. Moving to a Deputy Director position will shift the incumbent to a union-represented position to conform to the other Deputy Director classes in the agency. The Deputy Director position is considered a professional classification and assigning it to the MCMCO bargaining unit as an overtime-exempt position is the appropriate designation.
- 4) Direct staff to develop a Side Letter of Agreement between the County and the MCMCO bargaining unit to address benefits for the incumbent. Benefits for a department head are different than those classifications that are represented by MCMCO. With a shift to a represented classification, the incumbent will receive benefits that are tied to MCMCO. A Side Letter of Agreement to reflect discussions that County staff, the union, and the incumbent employee have already had will formalize the discussions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of August 14, 2018 by Resolution No. 18-403, the Board of Supervisors approved the consolidation of the Community Services Department, the Health Department, and the Human Services Department effective retroactively to July 1, 2018.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve as recommended; amend this action as the Board desires and approve.

FINANCIAL IMPACT:

N/A.

ATTACHMENTS:

Health and Human Services Agency Director (PDF)
Deputy Director of Community 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

DEPUTY DIRECTOR OF COMMUNITY SERVICES

DEFINITION

Under the direction of the Health and Human Services Agency Director, plan, coordinate, administer, promote and supervise the provision of County services for various populations, including but not limited to senior citizens and military veterans; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Health and Human Services Agency Director.

Exercises direction over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, organizes, administers and supervises all Community Services Division programs and activities.

Evaluates the community's need for programs to assist and provide services to seniors and veterans, and collaborates with the agency Director to formulate short- and long-range plans to address them.

Develops, recommends, implements and evaluates cost-effective, innovative programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to division personnel.

Recommends, within County policy, appropriate staffing levels; assist the agency Director and Assistant Director to allocate resources accordingly.

Assists the fiscal unit with developing the division budget; reviews and approves expenditures; prepares and submits grant applications for program funding; prepares related reports.

Selects, supervises, motivates and evaluates the performance of division personnel; oversees the recruitment of program volunteers; provides for staff and volunteer training; assists the Director and Human Resources' staff to implement disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with division policies and procedures; determines and monitors follow-up actions required.

Develops and oversees a congregate, home-delivered and restaurant meal program for senior citizens; assists staff by serving or delivering meals, when necessary.

Oversees the operation and administration of the County's transit system.

Plans, schedules and implements recreational, health and social activities at the Senior Activity Center for seniors with varying interests and abilities.

Provides administrative support to various advisory groups, councils and committees as necessary.

Coordinates division activities and services with other agency divisions and County departments, government and private agencies, and special interest organizations as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding division programs, services and policies; refers individuals to other agencies and organizations for assistance as appropriate.

Keeps abreast of new developments and legislation affecting division operations and administration.

Prepares and submits reports on division programs and activities to the agency Director.

Attends civic and other community meetings and events to explain and promote the activities and functions of the division and to establish favorable public relations; gives public speaking presentations as requested; prepares and distributes news releases and other publicity materials.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

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, methods and practices of senior services programming, including transit, food service, and recreation, health, educational and social programs.

Responsibilities, practices, laws and requirements of a County Veterans' Services program.

Principles of management, supervision, training and performance evaluation.

Principles of volunteer recruitment, training, supervision and recognition.

Budget preparation and administration practices.

Grant administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

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

Effectively plan, coordinate and administer a variety of programs and activities for seniors and veterans, including meal service and delivery, transit, recreation and social, and Veterans' Services.

Develop efficient routes for transit services.

Develop, implement and interpret goals and procedures for providing effective and efficient programs and services.

Research, analyze and evaluate new service delivery methods and procedures.

Plan, organize and supervise the work of subordinate staff and volunteers.

Select, train and evaluate staff and volunteers.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

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

Prepare and administer budgets; administer grant programs.

Prepare clear and concise administrative and financial reports.

Maintains confidentiality of records.

Perform mathematical computations quickly and with accuracy.

Develop and implement effective promotional efforts, including making public presentations and preparing news releases and publicity materials.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

Four years of increasingly responsible public contact, counseling, social services, advocacy or senior services experience, including at least one year in a lead, supervisory or management capacity.

Education:

High school or GED equivalency is required. Completion of 60 units of college with coursework in business or public administration, accounting, social services or a closely related field.

Substitution:

Additional qualifying experience may be substituted on a year for year basis for the required education.

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.

Possession of a valid CPR/First Aid certificate.

Possession of, or the ability to obtain within one year of employment, a Veterans' Benefits and Services Training certificate from the National Association of County Veterans' Services Officers and the Department of Veterans' Affairs.

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.

HEALTH AND HUMAN SERVICES AGENCY DIRECTOR

DEFINITION

To plan, organize, direct and evaluate the services, programs, activities, and operations of the Health and Human Services Agency, including public health, environmental health, mental health services, alcohol and drug programs, social welfare services, senior services, veterans' services, transit services, Public Guardian/Conservator program, and related administrative services; to oversee contract services; to supervise and evaluate the work of subordinate staff; and to perform related duties and responsibilities as required. This position provides leadership in the delivery of these integrated services to improve the health and well-being of county residents and to provide highly responsible and complex administrative support to the County Administrative Officer.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a County department. This position serves at the pleasure of the appointing authority and can be released without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives policy and administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over management, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties include, but are not limited to:

Plans, organizes, administers and supervises all services, programs and activities of the Health and Human Services Agency.

Provides administrative leadership in social welfare, public and environmental health, behavioral health, drug and alcohol, Public Guardian/Conservator, public housing, senior services, veterans' services, transit services, and other programs as assigned.

Evaluates the community's health and human service needs, and formulates short- and long-range plans to address them.

Confers with the County Health Officer on all aspects of agency operations that impact the health and well-being of Mariposa County residents, including but not limited to, medical and clinical issues involving public health and clinical care services.

Develops, recommends, implements and evaluates cost-effective, innovative agency programs, policies and procedures; provides support and direction for policy development at the agency and division levels; establishes and maintains strategic objectives and action plans for accomplishment of stated and mandated goals and addressing community need.

Direct, oversee and participate in the development of the agency's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to agency personnel.

Confers with agency staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.

Supervise and participate in the development of the various Health and Human Services Agency budgets, direct the forecast of additional funds needed for staffing equipment, materials and supplies, monitor and approve expenditures; implement mid-year adjustments; oversee grant development, submission, and oversight as required.

Selects, trains, supervises, motivates and evaluates the performance of agency management, professional, technical and clerical personnel; provides advice and assistance as needed; provides for adequate staff training; implements disciplinary and termination processes.

Develops, recommends, and implements public policy.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with agency policies and procedures; determines and monitors follow-up actions required.

Oversees contracted services, ensuring their compliance with policies, procedures, standards and regulations.

Cooperates with various state agencies as appropriate, including the State Department of Social Services, State Department of Health, and State Department of Mental Health, to ensure program goals are being met; analyzes the effect that federal and state legislation, rules, policies and procedures will have on County programs; recommends and implements administrative and operational changes as necessary.

Represents the County and agency at State meetings, prepares, and presents position papers and funding requests as necessary.

Maintains effective standards of operation, business and services practice as required.

Build and maintain positive working relationships with co-workers, other County employees, and the public using best practice principles of excellent communication and service delivery; assists subordinates in making difficult decisions in complex, sensitive or controversial case situations.

Prepares and submits reports and other necessary correspondence pertaining to agency programs and activities to the County Administrative Officer and Board of Supervisors.

Provides professional and administrative support to various committees and commissions.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Coordinates agency activities and programs with those of other departments, divisions and agencies as appropriate.

Attends civic and other community meetings and events to explain and promote the activities and functions of the agency and to establish favorable public relations; gives public speaking presentations as requested.

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

EMPLOYMENT STANDARDS

Knowledge of:

Human and organizational behavior.

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

Operations, services, and activities of a comprehensive and integrated health and human services programs.

Principles, procedures and techniques used in planning, evaluating and administering a multi-disciplinary health and human services programs.

Recent developments, current literature and sources of information related to health and human services administration.

Inter-governmental relationships and regulations affecting health and human services program delivery.

Principles of management, supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

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

Provide administrative and professional leadership for the Health and Human Services Agency.

Plan, coordinate, manage, and direct a comprehensive and integrated health and human services program.

Plan, organize and supervise the work of subordinate staff.

Select, supervise, train, and evaluate staff.

Develop, implement, and interpret goals and procedures for providing effective and efficient health and human services programs.

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

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

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.

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:

Six years of increasingly responsible experience in the human services and/or the public health field, including at least four years in an administrative or management capacity.

Education:

Graduation from an accredited college or university with a Master's degree in social work, health administration, hospital administration, nursing, psychology, business or public administration, or closely related field.

Additional Requirements:

Must meet the California Code of Regulations Title 9, Division 1, Chapter 3, Article 8, section 620, Director of Local Mental Health Services 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.