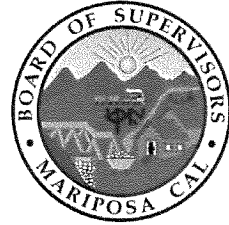


# MARIPOSA COUNTY

Human Resources · (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2018-562**

MEETING: November 20, 2018  
TO: The Board of Supervisors  
FROM: Kimberly Williams, Human Resources Director  
RE: Amend Admin Analyst Class Specs; Allocate Positions to Administration

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### **RECOMMENDATION AND JUSTIFICATION:**

Amend the Job Descriptions of the Administrative Analyst Classification Series; Allocate to County Administration One Full-Time Administrative Analyst I/II Position and One Full-Time Senior Administrative Analyst Position; and Approve a Budget Action Recognizing Funding from Human Services, Probation, and Sheriff Departments to Increase Appropriations in the Administration Budget to Support the Two Full-Time Positions (\$78,151).

The proposed Administrative Analyst positions in County Administration will be used to function in two separate positions - one position will be a Grant Writer (Administrative Analyst I/II) and one position will be a Housing Development Manager (Senior Administrative Analyst). The Analyst class series was originally developed for an incumbent to perform a variety of administrative and analytical duties, including grant administration and dealing with housing issues. The recommended minor changes to each Analyst job description will expand the essential functions and better define the tasks for both the grant-writing and housing functions.

The County's larger departments, such as the Health and Human Services Agency, Public Works, and the Sheriff's Office, have staff that write, receive, and administer grants. The majority of County departments do not have staff assigned to perform these functions. Instead of hiring a Grant Writer for each and every department, it is recommended that one full-time Administrative Analyst I/II position is allocated to Administration to function as a Grant Writer which will allow for a more organizationally appropriate and cost effective approach to researching, writing, and administering County-wide grants. The working title of this Analyst position will be Grant Writer.

Due to the urgency, importance, and sensitivity surrounding the housing issue in Mariposa County, a position devoted to the development of housing opportunities is needed to work with a variety of groups to work towards a plan to resolve this crisis. It is recommended that one full-time Senior Administrative Analyst is allocated to Administration to function as a Housing Manager who will work with the Economic Development Specialist, also housed in County Administration, and who will also work with staff in other departments to address the problem. The working title of this

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Analyst position will be Housing Development Manager.

The cost for salary and benefits for both full-time positions for a five-month period is \$78,151. It is recommended that the Budget Action and employee allocations are approved.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

At their meeting of June 4, 2016, the Board of Supervisors approved the Administrative Analyst I/II and Senior Administrative Analyst classifications and job descriptions by Resolution No. 16-273. From time to time, the Board approves amendments to job descriptions when needed.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as proposed; amend it as the Board desires and adopt.

### **FINANCIAL IMPACT:**

**Funds from Human Services, Probation and Sheriff Departments are being contributed in support of these two positions. There is no net impact to the general fund.**

### **ATTACHMENTS:**

**Administrative Analyst I-II (PDF)**  
**Senior Administrative Analyst (PDF)**  
**Grantwriter and HDS Budget Action (PDF)**

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Merlin Jones, District II Supervisor

**SECONDER:** Miles Menetrey, District V Supervisor

**AYES:** Rosemarie Smallcombe, Merlin Jones, Marshall Long, Miles Menetrey

**EXCUSED:** Kevin Cann

**ADMINISTRATIVE ANALYST I/II**

**DEFINITION**

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for a deputy department head or higher; to direct and manage assigned special projects and programs such as the County's economic development/community development function, grant writing and grants and contracts management/administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from County management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering and interpretation of data/information, development of options, making recommendations, and reporting data dealing with complex problems, including those programs that deal with financial analysis, budget development and accounting, community/business involvement/outreach, grants and contracts management/administration, human resources, program management, and surveys/studies.

**DISTINGUISHING CHARACTERISTICS**

Administrative Analyst I/II is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority, provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and (3) assignment and performance of the duties of the advanced journey level as defined in the Distinguishing Characteristics of the Administrative Analyst II below.

Administrative Analyst I is the journey level class and serves as the entry into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general, professional support on projects related to budget, finance, personnel/human resources, contracts and grants, procurement, economic development, public outreach, or other assignments; compiles and analyzes data; participates in design and implementation of systems, procedures and programs.

Administrative Analyst II is the advanced journey level in the series, which is responsible for technical assignments requiring focused experience in one or more specialized subject areas, rather than general municipal administration and analytical support. This level is responsible for performing the full range of specialized and technical duties in such areas as economic development, housing, personnel/human resources management, financial analysis and budget development, contract management/administration, grant writing and management/administration, community engagement, and other identified technical support activities to the County. Incumbents in these positions are assigned significant responsibilities at the advanced level that require, depending upon the area assigned, specialized knowledge, skills, experience, and the ability to exercise independent judgment in the performance of their duties.

Administrative Analyst I/II is distinguished from Senior Administrative Analyst by the higher level of complexity and difficulty of the assigned work and/or the number of staff supervised by the Senior level. While Administrative Analyst I/II may supervise and perform complex work, the Senior Administrative Analyst provides direct supervision to more than three employees and is assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, and/or experience.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a department head or a higher level professional or management position.

May exercise supervision over assigned staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs a variety of administrative and analytical support functions for upper management or on a County-wide basis, including developing administrative policies and procedures and reviewing legislation at the federal/state/local levels.

Participates on a variety of committees, commissions, and boards; prepares and presents staff reports and other necessary correspondence.

Participates in the implementation and administration of various programs and projects for upper management and may personally handle specialized projects that include economic development support, human resources, financial analysis and budget development, grant writing and grants and contracts management/administration, housing, records management, etc.; provides input and feedback on programs.

Leads, coordinates, and manages civic engagement activities and projects; conducts outreach and develops surveys and/or other methods of getting community and/or business input; summarizes and reports results.

Works with state and federal agencies to obtain project funding or for funding accountability and compliance.

When assigned economic development support responsibilities, works with outside agencies to develop economic goals, objectives, and policies; prepares and maintains demographic, market, and real property databases; conducts market feasibility studies; responds to inquiries concerning industrial and commercial development opportunities; and, assists businesses with site location process.

When assigned to the housing development function, the incumbent will provide assistance in developing strategy that support affordable and fair housing goals.

Prepares applications for financing, tax credits, and grants; administers federal and state grant programs such as CDBG.

Assists in the design and development of the County's or departments marketing and promotional programs.

Researches, compiles, and analyzes information from various sources; prepares reports and recommendations; makes presentations to upper management and the Board of Supervisors.

When assigned the human resources function, performs a wide variety of personnel functions, including the coordination of employee recruitments, establishment and updating of job classifications, facilitation of training programs and opportunities, compensation issues and surveys, etc., and assists with safety and risk management programs.

Participates in County-wide labor negotiations, as appropriate.

Directs and/or participates in the department budget process.

Interprets, explains, and sometimes develops County policies and standards for management, members of the public, and the business community; provides information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.

When assigned to financial analysis and budget development, the incumbent, under general direction, performs a wide variety of accountable, professional, administrative staff assignments; administers a wide variety of interdepartmental and County-wide financial and accounting projects, processes, and programs including budget implementation, coordination, revision, review, evaluation and monitoring; creates complex financial forecasts and analyses; prepares for and participates in outside audits; monitors and provides enterprise fund analysis and financial forecasts, and organizes and prepares Board reports.

If assigned staff, directs the work activities of three or less direct reports; prioritizes and coordinates work assignments and reviews work for accuracy.

Conducts training needs assessment at an organizational level to obtain information to determine training programs/subjects needed for all levels of employees; develops and conducts workshops and training sessions on a variety of topics.

When assigned the grant writing and grants and contracts management/administration function, the incumbent will coordinate and oversee the grant application and management process for all Mariposa County grants, including identifying potential new funding sources, writing grants, and collaborating on grant applications with various County units and community organization for the purpose of securing funding to maintain and enhance services and/or programs.

Coordinates, collaborates, and works closely with upper management on assigned projects; provides input and feedback as appropriate.

Works closely with other County departments, such as the Auditor's Office; collaborates with other agencies on cross-functional projects.

Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies and associations, County management, staff, and the general public.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

*Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.*

**Knowledge of:**

Principles and practices of public administration.

Principles and practices of economic development.

Applicable federal, State, local laws, and codes regulating affordable housing development projects.

Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.

Methods of research, program analysis, report preparation, and data analysis/statistics.

Public relations techniques.

Practices, techniques, and procedures of grant writing and administration.

Principles and practices of public personnel administration.

Principles and procedures of recordkeeping and records management.

Principles and practices of program development and administration.

Modern office procedures, methods, and equipment, including computers.

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

Computer applications, including common packages for spreadsheets, databases, word processing, and presentation software.

Supervisory practices and principles.

**Ability to:**

Organize and direct the work of assigned staff.

Understand the organization and operation of County departments and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Analyze complex financial data, reports, studies, and financial records.

Work independently in the absence of supervision.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

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

Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.

Interpret, apply, and explain County policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility, such as economic development or housing development.

Prepare effective and complete staff reports and make presentations.

Exercise tact, initiative, discretion, and good judgment within general policy, procedural and legal guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with County officials, managers and staff, developers, civic groups, various agency representatives, and the public.

Exemplify an effective customer service attitude with the public, officials, and co-workers.

Effectively act as a project manager for various community development, outreach, housing, and/or economic development activities.

**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 and Education:**

*Administrative Analyst I*

1. A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** two years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, or other professional field as may be needed in a local government environment.

**-OR-**

2. Four years as an Administrative Technician or Staff Services Analyst II with Mariposa County, and 60 semester units from an accredited college or university in public or business administration or a closely related field.

**Note:** Additional qualifying experience may substitute for the education on a year-for-year basis for either of the above qualifying patterns.

*Administrative Analyst II*

1. Two years of full-time experience as an Administrative Analyst I with the County of Mariposa.

**-OR-**

2. A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, or other professional field as may be needed in a local government environment.

**(Note:** the specific type of education and experience required is dependent upon the position being recruited for.)



**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 License within three months by signing an acknowledgement form.

**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: 06/16 (B/S Res. 16-273)  
Revision date: 11/18 (B/S Res. 18-562)

**SENIOR ADMINISTRATIVE ANALYST**

**DEFINITION**

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for a deputy department head or higher; to direct and manage assigned special projects and programs such as the County's economic development, community development, grant writing and grants and contracts management/administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from County management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, and development of options, making recommendations, and reporting data dealing with complex problems, and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, grants and contracts management/administration, human resources, program management, and surveys/studies.

**DISTINGUISHING CHARACTERISTICS**

Senior Administrative Analyst is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area, rather than general municipal administration and analytical support. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgment in the performance of their duties. This classification is distinguished from Administrative Analyst II in that it performs higher-level, complex administrative and analytical work with a very high degree of independence and responsibility and/or supervises more than three lower level employees.

The evaluation of the most difficult and complex duties is directly related to department size and complexity. The most complex and larger departments are characterized by:

- ◆ A separate administrative division of several staff members engaged in technical accounting, personnel, contract management, customer service, and/or clerical/ administrative support.
- ◆ A complex budget involving numerous contract, revenue, and expenditure accounts; and separate budget funding such as enterprise funds, capital improvement funds, and federal and state fiscal interfaces, which require both County and non-County budget and fiscal work.
- ◆ Interaction with other major governmental or private entities that is frequent and ongoing, and directly impacts the County.
- ◆ An exception to the larger/more complex department criteria is for when the work of a smaller department's Analyst is complex/difficult and has significant County-wide implications.

On the other hand, less complex, smaller departments where the Senior level is not appropriately allocated are characterized by:

- ◆ An administrative unit of fewer positions with three or less direct reports.
- ◆ A budget involving fewer contract, revenue and expenditure accounts, and which requires little if any non-County budget and fiscal work.
- ◆ Interaction with other governmental or private entities is limited and impacts only the department or has only limited County-wide impact.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the appropriate department head and/or deputy director.

May exercise supervision over assigned staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

Performs a variety of administrative and analytical support functions for upper management or on a County-wide basis, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.

Represents the department in management, fiscal, program, and personnel matters to the Board of Supervisors, County Administrator's Office, Human Resources/Risk Management, and other departments, agencies, boards, commissions, and offices.

Represents the department on committees and task forces for the development, scheduling, implementation, and monitoring of programs and projects that impact several or all County divisions/departments, and/or that require coordination between the County and other public and private entities.

Implements and administers various programs and projects for upper management and handles specialized projects that include economic development support, human resources, financial analysis and budget development/monitoring, grant writing and grants and contracts management/administration, housing, records management, etc.; provides input and feedback on programs.

Leads the development of new techniques, programs, strategic plans, and policies that support affordable and fair housing goals.

Prepares, directs, and participates in the preparation of the department's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-

department requests and sub-budgets; recommendations on allocations of funds and personnel; review and consultation with department management staff; review with the County Administrator's staff; final budget preparation; and presentation to the Board of Supervisors.

Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinates and consults with other department personnel and other departments; makes recommendations; and obtains final approval for changes.

Leads, coordinates, and manages civic engagement activities and projects; conducts outreach and develops surveys and/or other methods of getting community and/or business input; summarizes and reports results.

Works with state and federal agencies to obtain project funding or for funding accountability and compliance.

Selects, supervises, trains, disciplines, and evaluates assigned staff.

Prepares applications for financing, tax credits, and grants; administers federal and state grant programs, such as CDBG.

Researches, compiles, and analyzes information from various sources; prepares and reports recommendations; makes presentations to upper management and the Board of Supervisors.

Interprets, explains, and often develops County policies and standards for management, employees, members of the public, and/or the business community.

Oversees and participates in financial analysis and budget development; performs a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and County-wide financial and accounting projects, processes, and programs including budget implementation, coordination, revision, review, evaluation and monitoring; creates complex financial forecasts and analyses; prepares for and participates in outside audits; monitors and provides enterprise funds analysis and financial forecasts, and organizes and prepares Board reports.

Coordinates, monitors and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, office and facility space, records storage and retrieval systems, and forms; conducts research and develops procedures to improve efficiency and cost-effectiveness; and monitors expenditures.

Directs the work activities of subordinates; prioritizes and coordinates work assignments and reviews work for accuracy.

Conducts training needs assessment at an organizational level to obtain information to determine training programs/subjects needed for all levels of employees; develops and conducts workshops and training sessions on a variety of topics.

Coordinates, collaborates, and works closely with upper management on assigned projects; provides input and feedback as appropriate.

Works closely with other County departments such as the Auditor's Office; collaborates with other agencies on cross-functional projects.

Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies and associations, County management, staff, and the general public.

Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Advanced principles and practices of public administration.

Supervisory principles and practices.

Advanced principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.

Methods of research, program analysis, report preparation, and data analysis/statistics.

Public relations techniques.

Legislative processes of the local, state, and federal governments.

Applicable federal, State, and local laws, codes, regulations, and departmental programs and policies regulating affordable housing development projects.

Practices, techniques, and procedures of grant writing and administration.

Advanced principles and practices of public personnel administration.

Principles and procedures of recordkeeping and records management.

Advanced principles and practices of program development and administration.

Contract negotiation, preparation and monitoring.

Modern office procedures, methods, and equipment, including computers.

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

Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures.

Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.

**Ability to:**

Organize and direct the work of more than three assigned staff.

Understand the organization and operation of County departments and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply complex administrative and departmental policies and procedures.

Analyze complex financial data, reports, studies, and financial records.

Work independently in the absence of supervision.

Perform responsible, complex, and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

Write logical, comprehensive, concise reports and correspondence.

Prepare effective presentations of conclusions and recommendations.

Develop, interpret, apply, and/or explain County policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility, such as economic development and housing development.

Exercise tact, initiative, discretion, and good judgment within general policy and procedural and legal guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with County officials, managers and staff, developers, civic groups, various agency representatives, and the public.

Exemplify an effective customer service attitude with the public, officials, and co-workers.

**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, and to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience and Education:**

1. Two years of full-time experience as an Administrative Analyst II with Mariposa County;  
– OR –
2. Six years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, or other professional field as may be needed in a local government environment; **and** a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field.

(Note: the specific type of education and experience required is dependent upon the position being recruited for.)

**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.

**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.**