

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

Res No. 09-60

RECOMMENDED ACTION AND JUSTIFICATION:

Approve a reorganization of the Human Services Department by consolidating the fiscal operations into one unit as well as consolidating the information systems support operations into one unit by adding one System Support Analyst allocation and transferring the allocation of the Staff Services Manager, Accountant I, Accounting Technician I/II, one Account Clerk II and one Account Clerk III to the Human Services Administration budget from the Behavioral Health, Alcohol & Drug, Proposition 36, Mental Health Services Act, Social Services, and Employment & Community Services budgets. Approve budget actions increasing revenue and appropriations in the Human Services Administration budget and transferring funding within the Behavioral Health, Alcohol & Drug, Proposition 36, Mental Health Services Act, Social Services, and Employment & Community Services budgets to accommodate this change in allocations to be effective February 1, 2009.

Consolidating the fiscal operations within the department will provide for tighter controls in the fiscal area. This consolidation includes amending the Fiscal Officer job description by creating a flex class of Fiscal Officer I/II, setting the salary at \$4683.40 - \$5692.38, and changing the Fiscal Officer allocation to a Fiscal Officer I/II allocation. The Fiscal Officer II class will oversee the fiscal operations. Additionally, eliminate one Account Clerk III allocation in Behavioral Health as this position will no longer be necessary.

Consolidating the information systems support operations within the department to oversee all current and proposed operating systems will provide a more efficient operation. This includes oversight of the Child Welfare Services system, the IHSS program system, Alcohol/ Drug and Mental Health program systems, and C-IV for the financial assistance programs to name just a few. The Network Administrator II class of the existing Network Administrator I/II allocation will oversee its operation. Currently, the Network Administrator class in Human Services is a Merit Systems Services position. With this consolidation, this position will be a County position and, therefore, the Network Administrator I/II class spec will need to be slightly amended to accommodate this change. Currently, there is one System Support Analyst in Employment and Community Services. In order to accommodate the growth that the department has experienced and will experience in information systems, an additional position of a System Support Analyst is also proposed to be allocated to Human Services Administration.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously approved similar reorganizations for this department as well as other County departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action could result in a less than streamlined operation for both the fiscal operation as well as the information systems support operation.

Financial Impact?	Yes	<input checked="" type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY?	() Yes	() No	() Partially Funded	
Amount in Budget:	\$			List Attachments, number pages consecutively
Additional Funding Needed:	\$			Organizational chart
Source:				Fiscal Officer I/II job desc.
Internal Transfer				Network Administrator I/II job desc.
Unanticipated Revenue		4/5's vote		Budget action forms - 7 pages
Transfer Between Funds		4/5's vote		
Contingency		4/5's vote		
() General	() Other			

CLERK'S USE ONLY:

Res. No.: 07-60 Of Nos.

Vote - Ayes: 5 Absent:

Approved () 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

COUNTY ADMINISTRATIVE OFFICER:

Recommended Action Recommended

No Opinion

Comments:

CAO: *MJB*

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	507-672	01-04	Staff Services Manager		21,511	
001	507-672	01-87	Accountant I		16,879	
001	507-672	01-50	System Support Analyst		14,089	
001	507-672	01-88	Account Technical I/II		12,667	
001	507-672	01-97	Account Clerk I-III		21,430	
001	507-672	02-35	Longevity		510	
001	507-672	02-70	SDI		700	
001	507-672	03-10	FICA		5,375	
001	507-672	03-11	Medicare		1,260	
001	507-672	03-13	Medical/Dental/Vision		17,850	
001	507-672	03-14	Retirement-Employer		16,560	
001	507-672	03-15	Retirement-Employee		6,665	
001	507-672	03-16	Deferred Comp		5,510	
001	507-672	03-17	Life Insurance		150	
001	507-309	16-38	Transfer from Fund 343		(5,827)	
001	507-309	16-84	Transfer from Fund 410		(30,394)	
001	507-672	09-10	Transfer from 001-0501		(27,911)	
001	507-672	09-12	Transfer from 001-0402		(44,850)	
001	507-672	09-13	Transfer from 001-0528		(27,905)	
001	507-672	09-14	Transfer from 001-0403		(4,269)	
TOTALS					-	-

TRANSFER BETWEEN FUNDS	DEBIT	CREDIT
TOTALS		-

ACTION REQUESTED: (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION Fiscal re-org movement of FTEs:

DEPT HEAD SIGNATURE

DATE

APPROVED BY RES NO. 09260

CLERK

DATE

DEPARTMENT

Human Services

AUDITOR'S USE ONLY

BA #

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0402-622	0104	Staff Services Manager			15,058
001	0402-622	0187	Accountant I			2,532
001	0402-622	0197	Account Clerk I-III			9,863
001	0402-622	02-35	Longevity			76
001	0402-622	02-70	SDI			220
001	0402-622	03-10	FICA			1,698
001	0402-622	03-11	Medicare			397
001	0402-622	03-13	Medical/Dental/Vision			6,812
001	0402-622	03-14	Retirement-Employer			5,226
001	0402-622	03-15	Retirement-Employee			2,120
001	0402-622	03-16	Deferred Comp			788
001	0402-622	03-17	Life Insurance			60
001	0402-622	09-10	Transfer to 001-0507		44,850	
TOTALS					44,850	44,850

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				-	-

ACTION REQUESTED: (Check all that apply)

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Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE	DATE 1/28/09
APPROVED BY RES NO. 09-60	DATE 2-10-09

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0403-623	0104	Staff Services Manager			1,076
001	0403-623	0187	Accountant I			844
001	0403-623	0197	Account Clerk I-III			704
001	0403-623	02-35	Longevity			25
001	0403-623	02-70	SDI			21
001	0403-623	03-10	FICA			162
001	0403-623	03-11	Medicare			38
001	0403-623	03-13	Medical/Dental/Vision			597
001	0403-623	03-14	Retirement-Employer			503
001	0403-623	03-15	Retirement-Employee			204
001	0403-623	03-16	Deferred Comp			90
001	0403-623	03-17	Life Insurance			5
001	0403-623	09-10	Transfer to 001-0507		4,269	
TOTALS					4,269	4,269

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				-	-

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JUSTIFICATION Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE	DATE 1/28/09
APPROVED BY RES NO. 09-60	CLERK DATE 2-10-09

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
343	0504-664	01-38	Staff Services Manager			2,151
343	0504-664	01-97	Account Clerk I-III			1,409
343	0504-664	02-35	Longevity			-
343	0504-664	02-70	SDI			29
343	0504-664	03-10	FICA			221
343	0504-664	03-11	Medicare			52
343	0504-664	03-13	Medical/Dental/Vision			913
343	0504-664	03-14	Retirement-Employer			676
343	0504-664	03-15	Retirement-Employee			274
343	0504-664	03-16	Deferred Comp			96
343	0504-664	03-17	Life Insurance			6
343	0504-664	07-90	Transfer to 001-0507		5,827	
TOTALS					5,827	5,827

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				-	-

ACTION REQUESTED: (Check all that apply)

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JUSTIFICATION Fiscal re-org movement of FTEs.

	DATE <u>1/28/09</u>
APPROVED BY RES NO. <u>09-68</u>	CLERK <u>AMM</u>
DATE <u>2-10-09</u>	

DEPARTMENT <u>Human Services</u>	AUDITOR'S USE ONLY BA #
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BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
410	0524-668	01-04	Staff Services Manager			3,227
410	0524-668	01-87	Accountant I			13,503
410	0524-668	01-97	Account Clerk I-III			2,113
410	0524-668	02-35	Longevity			405
410	0524-668	02-70	SDI			154
410	0524-668	03-10	FICA			1,151
410	0524-668	03-11	Medicare			275
410	0524-668	03-13	Medical/Dental/Vision			3,626
410	0524-668	03-14	Retirement-Employer			3,654
410	0524-668	03-15	Retirement-Employee			1,481
410	0524-668	03-16	Deferred Comp			775
410	0524-668	03-17	Life Insurance			30
410	0524-668	07-90	Transfer to 001-0507		30,394	
TOTALS					30,394	30,394

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					-	-

ACTION REQUESTED: (Check all that apply)

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JUSTIFICATION Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE	DATE <u>1/28/09</u>
APPROVED BY RES NO. <u>09-60</u>	DATE <u>2-10-09</u>
CLERK	

DEPARTMENT <u>Human Services</u>	AUDITOR'S USE ONLY BA #
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BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501-661	01-87	Accountant Technician			6,334
001	0501-661	01-97	Account Clerk I-III			10,720
001	0501-661	02-70	SDI			136
001	0501-661	03-10	FICA			1,072
001	0501-661	03-11	Medicare			250
001	0501-661	03-13	Medical/Dental/Vision			2,950
001	0501-661	03-14	Retirement-Employer			3,249
001	0501-661	03-15	Retirement-Employee			1,292
001	0501-661	03-16	Deferred Comp			1,880
001	0501-661	03-17	Life Insurance			28
001	0501-661	09-10	Transfer to 001-0507		27,911	
TOTALS					27,911	27,911

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				-	-

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JUSTIFICATION Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE	DATE <u>1/28/09</u>
APPROVED BY RES NO. <u>09-60</u>	CLERK
	DATE <u>2-10-09</u>

DEPARTMENT <u>Human Services</u>	AUDITOR'S USE ONLY BA #
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BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0528-677	01-87	Accountant Technician			6,333
001	0528-677	01-97	Account Clerk I-III			10,714
001	0528-677	02-70	SDI			136
001	0528-677	03-10	FICA			1,072
001	0528-677	03-11	Medicare			251
001	0528-677	03-13	Medical/Dental/Vision			2,950
001	0528-677	03-14	Retirement-Employer			3,249
001	0528-677	03-15	Retirement-Employee			1,292
001	0528-677	03-16	Deferred Comp			1,880
001	0528-677	03-17	Life Insurance			28
001	0528-677	0910	Transfer to 001-0507		27,905	
TOTALS					27,905	27,905

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				-	-

ACTION REQUESTED: (Check all that apply)

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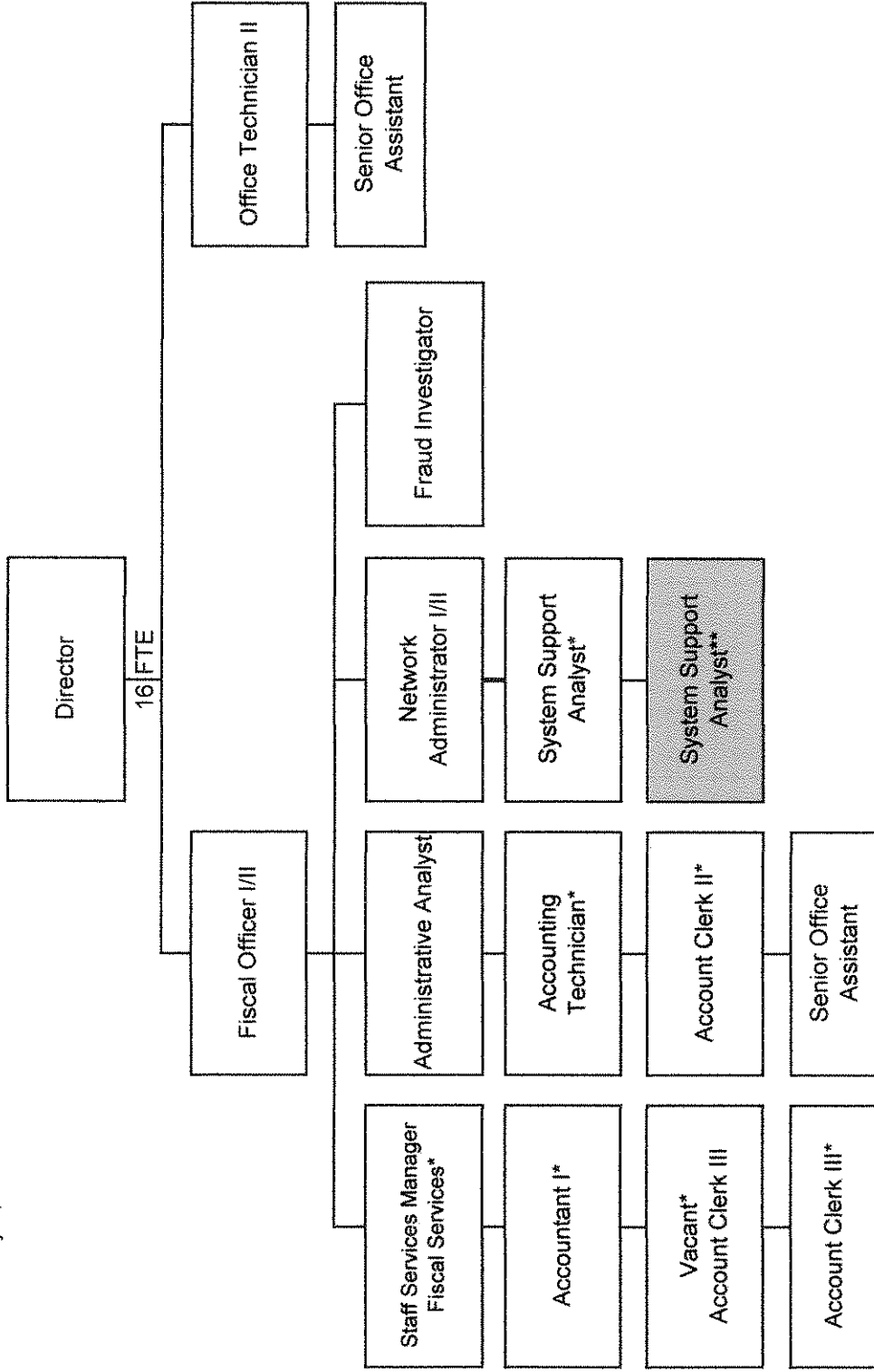
JUSTIFICATION Fiscal re-org movement of FTEs.

DEPT HEAD SIGNATURE	DATE 1/28/09
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DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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Human Services Administration

February 1, 2009



* Additional FTEs from other budget units
FTE currently in Administration unit

**FTE Salary & benefits will remain in
Employment & Community Services budget for
claiming purposes.

FISCAL OFFICER I/II

DEFINITION

The Fiscal Officer I/II classifications are executive positions and under limited direction, performs a variety of highly complex administrative, budgeting, and accounting tasks; ensures fiscal integrity, fiscal control, and accountability for all fiscal operations in the department; prepares and monitors the departmental budget and recommends fiscal policy; implements approved or mandatory fiscal programming; related administrative duties as assigned.

Fiscal Officer I is distinguished from the Fiscal Officer II in that the Fiscal Officer II is expected to supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions. The Fiscal Officer I differs from the Fiscal Officer II classification in that the Fiscal Officer II typically works in one of the County's larger departments that consists of divisions within that department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the appropriate department head.

Exercises technical supervision over assigned staff.

EXAMPLE OF ESSENTIAL FUNCTIONS

Applies normally accepted accounting and business practices to a complex Department with multiple funding sources

Plans, organizes, and manages the fiscal and budgetary aspects of the Department

Provides budgetary and fiscal advice to the Department Head and managers, and makes budget/fiscal recommendations

Monitors all aspects of fiscal accountability for contracts, subcontracts, and grant funded programs

Prepares and develops the annual budget request for the Department in consultation with the Department Head; monitors revenue collections and exercises expenditure control

Coordinates the completion of Federal, State, and County audits and fiscal reviews; prepares response to audits and implements or develops corrective practices as prescribed by the audit

Prepares and reviews fiscal reports required of the Department by funding sources or the Department Head

Develops and recommends fiscal policies and accounting practices for the Department

Develops plans and procedures to enhance revenue for departmental programs

Works closely with Department Head and managers to ensure monies are expended for the purpose intended

Analyze the fiscal impact of legislation impacting County finances and operations, and formulate recommendations for Department consideration

Performs special fiscal reports, surveys, and studies as assigned

Fiscal Officer II (in addition to the above)

Oversees the selection and training of fiscal personnel

Supervises fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions; prepares performance evaluations for fiscal personnel

EMPLOYMENT STANDARDS:

Knowledge of:

Generally accepted accounting principles and practices

Governmental accounting practices

Basic principles and practices of governmental budget development, preparation, and expenditure control

Basic principles and practices of supervision, training, and performance evaluation

Principles and procedures of financial and statistical record keeping

Theory, principles, and practices of accounting and auditing

Fiscal Officer II (in addition to the above)

General knowledge of principles and practices of management necessary to plan, develop, evaluate, and direct the complex activities of the fiscal program including organizing, staff development, and supervision

Ability to:

Prepare and present a variety of clear, complete, and concise financial and budgetary plans
Research, analyze, and evaluate fiscal/accounting operations, procedures, and practices; make recommendations to strengthen fiscal/accounting operations

Understand, interpret, and apply laws, rules, and regulations as they apply to assigned tasks

Work cooperatively with State, Federal, and County Auditors and other funding agencies

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

Fiscal Officer II (in addition to the above)

Direct, control, and evaluate a group of subordinates and maintain consistency with departmental objectives and standards

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. 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:

Fiscal Officer I and II

Five (5) years of fiscal/accounting experience performing progressively responsible accounting and budget analysis work, including at least two (2) years in a management or supervisory capacity and at least one (1) year of governmental budgeting. Experience with personal computers including word processing, spreadsheets, and data base analysis is highly desirable.

Fiscal Officer II (in addition)

One (1) additional year of experience in a management or supervisory capacity.

Education: *(both Fiscal Officer I and II)*

A bachelor's degree from an accredited college or university with major course work in accounting, business, finance, economics, public administration, or a closely related field is required. A Masters Degree in business, accounting, finance, economics, public administration, or a closely related field is highly desirable.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license 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.

NETWORK ADMINISTRATOR I/II

DEFINITION

To administer Local Area and Wide Area Networks by providing support and consultation to assigned County departments; to oversee maintenance and technical support for all stand-alone and network-attached computer devices and peripheral equipment; to assist users in the use of personal computers, their operating systems, utilities and core applications; and to perform related duties and responsibilities as required.

Network Administrator I – Employees in this classification receive close supervision within a framework of standard policies and procedures. Employees in this class function at the entry level.

Network Administrator II – This is the full journey level in the Network Administrator class and it is distinguished from the Network Administrator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees in this position receive occasional instruction or assistance as new or unusual situations arise, and perform a number of duties of increasing complexity.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned department head.

Network Administrator I – Exercises no supervision.

Network Administrator II – May exercise technical and functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Researches, recommends, configures, installs, upgrades and maintains network operating system software and hardware.

Integrates, installs, configures and upgrades core applications software.

Integrates, installs, configures and upgrades administrative utilities, network monitoring software and diagnostics tools.

Backs up, restores and archives data.

Monitors network resources and performs network analysis to determine components that need to be fine-tuned or upgraded for optimum performance.

May assist in managing the County's e-mail system.

Contacts and consults with hardware and software vendors for upgrades and problem resolutions.

Documents LAN configuration and changes control procedures.

Performs software and hardware evaluations, and makes recommendations for modification as necessary.

Establishes and maintains network users, user environment, directories and security.

Installs, configures and maintains microcomputers, including lap tops, and peripheral hardware.

Installs, troubleshoots and maintains PC-based software; assists users with software use and problem resolution.

Facilitates repairs of damage to personal computers, network resources and/or attached peripheral hardware.

Responds to the needs and questions of computer users concerning their access to resources on the network, stand-alone microcomputers or mainframe-attached devices; may assist in problems associated with core software programs.

Organizes and teaches classes on computer basics, operating systems and core applications.

Remains on-call as scheduled for after-hours problem response.

May coordinate activities with the Information Systems Specialist, other divisions and departments, vendors, contractors, telecommunications companies, other agencies, etc., as necessary.

Performs general clerical work as necessary, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, maintaining logs and lists, etc.

EMPLOYMENT STANDARDS

Knowledge of:

All pertinent federal, state and county laws, codes, rules, regulations and standards.

County and division policies and procedures.

Specialized public sector / government information systems applications.

Methods of supporting a network computer system.

Current microcomputer design, hardware design, operating systems, configuration of BIOS.

Troubleshooting techniques for microcomputers.

Current operating systems and software used for business applications.

Network hardware such as hubs, switches, routers, RASs, NICs, MUXs, DSU/CSUs, modems and cabling.

Local Area Network technologies and network communications protocols.

Interface techniques between microcomputers and mainframe / mid-range host systems.

Principles of mathematics and logic.

Records storage and handling techniques.

Data security requirements and practices.

Methods of user training.

Modern office practices and technology.

English usage, spelling, grammar and punctuation.

Business letter and report writing techniques.

Network Administrator II (in addition)

Advanced troubleshooting techniques.

Programming languages applicable to operating systems used in the County.

Configuring servers and routers.

Ability to:

Interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to areas of responsibility.

Set work priorities, and organize and schedule work to meet deadlines.

Exercise sound independent judgment within general policy guidelines.

Learn and effectively operate computer systems and department-specific software.

Install and maintain servers.

Install and configure new network operating systems and utilities.

Install and configure microcomputers as stand-alone machines or network clients.

Troubleshoot and resolve a variety of microcomputer hardware and application software problems.

Develop effective and reliable back-up and restoration procedures for network data.

Identify and solve a variety of networking problems, including but not limited to cabling, NIC, router, hub and switch, and configuration problems.

Develop and conduct technical training.

Provide professional, efficient user support and assistance.

Analyze technical problems, evaluate alternatives and make sound recommendations in support of goals.

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

Maintain accurate records and prepare clear and concise documentation and reports.

Work with sensitive, confidential information as required.

Communicate clearly and concisely, both orally and in writing.
Perform work safely following all rules and regulations.

Meet the physical requirements necessary to successfully perform assigned duties.

Network Administrator II (in addition)

Plan network hardware installations, providing accurate and comprehensive documentation.

Analyze and present technical solutions and generate network diagrams and related documentation.

Assume responsibility for technical projects.

May plan and coordinate the work of assigned staff.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Worker is subject to irregular working hours on an on-call basis.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 50 pounds in weight. 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

Network Administrator I

Experience:

Four years of experience in the maintenance and repair of microcomputers, and two years of experience maintaining computer networks.

Education:

Graduation from an accredited college or university with an Associate's degree in information systems, computer science, business or a closely related field.

Network Administrator II (in addition)

Experience:

Two years of increasingly responsible experience in the management, development, and maintenance of a local or wide area network equivalent to that of a Network Administrator I in Mariposa County.

Possession of one or more of the following certifications is desirable: Computing Technology Industry Association (A+), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), CISCO Certified Network Associate (CCNA) certification; or equivalent experience as determined by the Technical Services Director.

Substitution:

Additional experience in computer programming and operation may be substituted for the college education on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license 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.