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22-0993-01:

Second Reading to adopt an Ordinance amending Chapter 2.24 of Title 2 pertaining to the Department of County Administration to include the assistant department head classification of Assistant County Administrative Officer and corresponding duties of the classification.



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
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Agendas available: www.MaderaCounty.com

Members of the Board

Tom Wheeler
Brett Frazier
David Rogers
Robert L. Poythress
Leticia Gonzalez

The Board of Supervisors

January 3, 2023
Chairman Tom Wheeler

DEPARTMENT Human Resources Department	DEPARTMENT CONTACT Sabrina Mendez	AGENDA ITEM e DISCUSSION ITEMS								
SUBJECT: Reorganization of County Administration; Amend Classification Plan and Set Salary for Assistant County Administrative Officer	REQUIRED VOTE: 3/5 Vote Required	DOC. ID NUMBER 22-0993-01								
STRATEGIC FOCUS AREA(S): Employees										
CLERK NOTES: <div style="text-align: center;"><u>For Clerk of the Board's Office Use Only</u></div> <table border="1"><tr><td>RESULT:</td><td>[TO]</td></tr><tr><td>MOVER:</td><td>{{motions.mover format="[[firstname]] [[lastname]], [[title]]"}}</td></tr><tr><td>SECONDER:</td><td>{{motions.seconder format="[[firstname]] [[lastname]], [[title]]"}}</td></tr><tr><td>AYES:</td><td>{{voting.for_names format="[[lastname]]"}}</td></tr></table>			RESULT:	[TO]	MOVER:	{{motions.mover format="[[firstname]] [[lastname]], [[title]]"}}	SECONDER:	{{motions.seconder format="[[firstname]] [[lastname]], [[title]]"}}	AYES:	{{voting.for_names format="[[lastname]]"}}
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Is this item Budgeted? Yes Will this item require additional personnel? Yes Previous Relevant Board Actions: ORD NO. 229C PowerPoint Presentation? No Supporting Documents: N/A		DOCUMENT NO(S).								

RECOMMENDED ACTIONS:

Second Reading to adopt an Ordinance amending Chapter 2.24 of Title 2 pertaining to the Department of County Administration to include the assistant department head classification of Assistant County Administrative Officer and corresponding duties of the classification.

DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:

After assessing the needs of County Administration, the County Administrative Officer, in conjunction with Human Resources, determined that a classification was needed within the department to assist with the oversight and management of the multiple divisions the department is responsible for.

On June 13, 2022, during the 2022-23 Fiscal Year Budget Hearings, the Board of Supervisors conceptually approved the reorganization of County Administration, including the creation of the classification of Assistant County Administrative Officer (ACAO) as identified in the attached County Administrative Office's org chart.



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On November 29, 2022, the Civil Service Commission (Commission) took action to adopt the ACAO class specification. The ACAO will assist in the day-to-day operations of County Administration including oversight of its General Services, Risk Management, Grant Services, 311 Call Center and Purchasing and Finance Divisions.

The class specification approved by the Commission has been attached for your reference. The Commission designated the classification as overtime exempt, pursuant to the Fair Labor and Standards Act and the unit designation is Unrepresented.

The recommended salary is proposed to be set at Range 401 on the Unrepresented chart, which is currently the same salary range as the current Deputy County Administrative Officer – Legal/Risk and Deputy County Administrative Officer - Finance classifications. As the County is currently undergoing a county-wide classification and compensation study (Study), it was determined that the appropriate salary range for this classification should be established based on the recommendations from this Study.

Due to the county-wide scope of responsibility of the ACAO classification it is recommended to grant the unrepresented ACAO classification with the fringe benefits provided to a non-elected department head. The Salary and Fringe Benefits Schedule Resolution has been amended to include these fringe benefits for the ACAO classification.

FISCAL IMPACT:

The department budget will have sufficient funds to cover the cost of adding this classification. The cost of this position will be offset by the unfunding of another position within the department, which will result in no net increase in salaries.

ATTACHMENTS

1. Ordinance Amending Chapter 2.24 of Title 2
2. Assistant County Administrative Officer Class Specification
3. Resolution to Amend the Salary and Fringe Benefits Schedules
4. County Administration Org Chart

ORDINANCE NO. _____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF MADERA COUNTY
ADDING SECTIONS 2.24.130 AND 2.24.140 OF CHAPTER 2.24 OF TITLE 2 OF THE
MADERA COUNTY CODE RELATING TO THE OFFICE AND DUTIES OF THE
ASSISTANT COUNTY ADMINISTRATIVE OFFICER**

NOW THEREFORE, THE MADERA COUNTY BOARD OF SUPERVISORS
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Sections 2.24.130 and 2.24.140 of Chapter 2.24 of Title 2 of the
Madera County Code are hereby added to read as follows:

2.24.130 Office of assistant county administrative officer, created.

There is created in the department of county administration the position of assistant county administrative officer. The assistant county administrative officer shall be appointed by the county administrative officer.

2.24.140 Duties of assistant administrative county officer.

The assistant county administrative officer shall assist in the direction and oversight of operations of the department of county administration, including coordination and planning of administrative activities of all divisions within county administration, and shall report to, and perform such other duties as assigned by, the county administrative officer. The assistant county administrative officer shall act as the county administrative officer in his or her absence.

SECTION 2: This Ordinance shall take effect thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage, it (or a summary) shall be published with the names of the members of the Board of Supervisors voting for and against the Ordinance in a newspaper of general circulation published in the County of Madera.

* * * * *

The foregoing Ordinance was adopted this _____ day of _____,
2023, by the following vote:

Supervisor Wamhoff voted: _____

Supervisor Rogers voted: _____

Supervisor Poythress voted: _____

Supervisor Gonzalez voted: _____

Supervisor Macaulay voted: _____

Chairman, Board of Supervisors

ATTEST:

Clerk, Board of Supervisors

Approved as to Legal Form:
COUNTY COUNSEL

James N.
By: McCann

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= Lozano Smith
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MADERA COUNTY
ASSISTANT COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under direction of the County Administrative Officer, assists in planning, directing, coordinating, and managing the activities of the County Administrative Office and all its divisions; and performs related work as required.

The County Administrative Office performs several functions which assist the Board of Supervisors in administering County affairs and enabling County departments to conduct business in the most orderly, efficient, and cost-effective manner. These include administrative and operational services, fiscal and budget services, and intergovernmental relations.

The Assistant County Administrative Officer acts for the County Administrative Officer in their absence or as delegated and is responsible for insuring continuity in the effective operation of County administration by directing the operations of the department and staff in budget, purchasing, general services, special projects, homelessness, and other projects within the purview of county administration. Under direction of the County Administrative Officer, the Assistant County Administrative Officer will also assist in coordinating and planning administrative activities of all divisions within county administration.

DISTINGUISHING CHARACTERISTICS

This classification will oversee major departmental operations of the County Administrative Office. The incumbent is responsible for assisting in the day-to-day operations of the County Administrative Office including County-wide functions and programs.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists the County Administrative Officer to plan, direct, coordinate and manage the day-to-day activities of the County Administrative Office; assists in the development, coordination, and implementation of County-wide goals, objectives, policies, procedures, and work standards.
- Oversees the development and control of the County's budget and long-range capital improvement planning and financing; participates in the development of short and long-range fiscal forecasts used in setting policy.
- Appears before the Board of Supervisors to present policy recommendations through agenda items and/or administrative reports to the Board; presents and justifies, in conjunction with the County Administrative Officer, the annual recommended budget to the Board of Supervisors; attends Board

of Supervisors' meetings in the absence of the County Administrative Officer, providing advice and assistance to the Board in matters relating to effective administration of the County; coordinates the Board of Supervisors' agenda through agenda item review, scheduling, and presentation.

- Assists in interviewing, selecting, and evaluating the work of department heads or other key management staff; interviews, selects, develops, assigns, evaluates and disciplines subordinate staff.
- Provides administrative and budgetary direction to County department heads; works directly with elected and appointed departments heads to resolve administrative and operational issues; directs the analysis of administrative policies, procedures, or problems, consistent with assuring effective delivery of services to the public; interprets County policies and procedures to Administrative Office staff, County departments, other agencies, and the public.
- Prepares or supervises the preparation of reports, memoranda, special studies, or research.
- Presents reports to administrators, staff, and the public; attends local, state, regional and federal conferences, workshops, meetings, and training seminars to maintain current in areas of responsibility.
- Stays current with job related knowledge related by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain human resources-related knowledge and skills and determine the impact of developments and change on providing service excellence.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the county.

OTHER RELATED DUTIES

- Acts for the County Administrative Officer in their absence.
- May represent the department on task forces, committees, or projects; represents the department to the public, community organizations, and other government agencies; performs a variety of community outreach activities.
- May be assigned disaster service worker responsibilities as directed.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization and functional structure of the County.
- Principles of public administration, organization, and management.
- Federal, State, and local laws, codes, and regulations applicable to the delivery of public services.
- Goal setting, program development and implementation.
- Effects of legislation on local government operations.

Madera County
Assistant County Administrative Officer (Continued)

- Principles and practices of public finance, governmental accounting, budget development, and fiscal management.
- Principles and practices of county or local government administration, including budget preparation, analysis, and control.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.

Skill to:

- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Use sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
- Plan and organize work to meet established timelines and department schedules.
- Exercise tact, diplomacy, and confidentiality in dealing with sensitive and complex issues and situations.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

Ability to:

- Assist in the planning, directing, managing, and overseeing the functions of the County.
- Supervise, train, and evaluate the work of assigned staff.
- Review and analyze complex budgets and financial practices of County departments.
- Analyze, prepare, and/or supervise the preparation of budgets and budget requests.
- Research, analyze and make effective recommendations on complex issues, proposals, budgetary and fiscal practices, procedures, and problems.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Apply statistical methods in the analysis of management methods and problems.
- Facilitate, coordinate, mediate, and negotiate between staff members of different County and non-County offices.
- Evaluate and edit reports and recommendations.
- Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
- Make clear, concise, and effective oral presentations to the Board of Supervisors, other agencies, and the public.
- Communicate tactfully, respectfully, and effectively with board members, administrators, staff, and the public, both orally and in writing, in a manner consistent with the department's policy and customer service policies.
- Analyze complex administrative and organizational issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to

assigned programs and functions.

- Exercise sound judgment within general policy guidelines and general administrative direction.
- Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships with management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Communicate effectively, orally and in writing.
- Effectively represent the County's interests within conflicting, diverse, and complex issues and situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

Education, Experience and Training:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education/Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, public administration, business management, or a closely related field.

Experience:

Five (5) years of full-time, paid professional governmental work experience in a managerial capacity involving budget planning and development, analysis of organizational structures and staffing patterns.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate, valid California driver's license.

Physical and Psychological Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Psychological Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with county administrators, managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Effective Date: November 29, 2022

THE BOARD OF SUPERVISORS
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of)	Resolution No.: <u>2023 - _____</u>
)	
COMPENSATION FOR COUNTY)	RESOLUTION AMENDING SALARY
OFFICERS AND EMPLOYEES)	AND FRINGE BENEFIT SCHEDULES
)	TO PROVIDE NON-ELECTED
)	DEPARTMENT HEAD BENEFITS TO
)	ASSISTANT COUNTY
_____)	ADMINISTRATIVE OFFICER

WHEREAS, Section 2.60.165 of the Madera County Code authorizes, except as otherwise provided by State Law, the compensation of officers and employees of the County of Madera to be established by Resolution of the Board of Supervisors; and

WHEREAS, in December 2022, Resolution 2022-_____ was adopted, thereby establishing the County of Madera salary and fringe benefit schedules; and

WHEREAS, in order to provide non-elected department head benefits to the unrepresented classification of Assistant County Administrative Officer Resolution, the 2022- _____ must be amended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Madera, a political subdivision of the State of California, that the following is, adopted:

1. The above Recitals are incorporated by reference and are made a substantive part of this Resolution.
2. Section 3 (B) of Resolution 2022-_____ "Non-Elected Department Heads" is hereby amended as follows:

B. Fringe Benefits for Classified/Unrepresented Employees

Employees whose classifications are included within the Salary Schedule for Classified Employees and Peace Officer and Related Classifications, and whose classifications are designated as “Unrepresented” for collective bargaining purposes, shall be entitled to receive certain fringe benefits as indicated on the attached Fringe Benefit Schedule.

*The unrepresented classification of Assistant County Administrative Officer shall be entitled to receive the same fringe benefits as indicated for Non-Elected Department Heads on the attached Fringe Benefit Schedule.

3. Except as otherwise amended, all other provisions of Resolution 2022-_____ shall remain in full force and effect. This amendment to the Resolution shall take effect immediately.

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The foregoing Resolution was adopted this ____ day of _____, 2023,
by the following vote:

Supervisor Wamhoff voted: _____

Supervisor Rogers voted: _____

Supervisor Poythress voted: _____

Supervisor Rodriguez voted: _____

Supervisor Macaulay voted: _____

Chairman, Board of Supervisors

ATTEST:

Clerk, Board of Supervisors

Approved as to Legal Form:
COUNTY COUNSEL

By: **James N. McCann**

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