

CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

DATE & TIME: Monday, November 15, 2021, 2:00 pm

PLACE:

639 New York Ranch Rd, Jackson Ca 95642 – See below for online location

BOARD OF DIRECTORS

Frank Axe, Chair
Jaron Brandon
Jeff Brown
Merita Callaway

Anaiah Kirk
Gary Tofanelli
Terry Woodrow, Vice Chair

PLEASE NOTE

All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-223-6449. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda.

NOTE: The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID19 (aka the “Coronavirus”). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The Public’s health and well-being are the top priority for the Board of Central Sierra Child Support Agency (CSCSA) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

Join By Phone: (US) +1 669 900 6833, Meeting ID 871 3383 1399

Participant ID: Enter #

Members of the public who wish to address the Board during the Board Meeting can email their name, phone number, and a description of their topic/questions to peck.liane@centralsierra.cse.ca.gov. CSCSA staff will make all attempts to share and record any submissions received prior to or during the Board Meeting. However, depending on timing, late submissions will be provided to the Board after the conclusion of the Board Meeting. ***Any member of the public who wishes to attend in person will be required to wear a face mask and maintain social distancing.***

REGULAR MEETING AGENDA

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a five (5) minute limit per topic.

CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s)

1. **Minutes:** Review and approval of the minutes for the October 25, 2021, Board meeting.

ADMINISTRATIVE MATTERS

2. **Executive Report:** Review of budget & statistical report for period ending 10/31/2021; program and administrative report.
3. **Review of designation & pay scale of new Personnel Technician:** Review and correction re: designation of Personnel Technician and clarification of pay scale; *Discussion and possible action.*

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

4. **Conference with labor negotiators (Government Code § 54957.6) -- General Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).
5. **Conference with labor negotiators (Government Code § 54957.6) -- MCP Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).

6. **Conference with labor negotiators (Government Code § 54957.6) – Executive Class.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.
7. **Public employment contract (Government Code Section 54957)** Title: Executive Director.

ADMINISTRATIVE MATTERS (CONTINUED)

8. **Elimination of fiscal Staff Services Specialist position and creation of fiscal Staff Services Manager position;** *Discussion and possible action.*
9. **Unrepresented Executive Class:** *Discussion and possible action.*
10. **Public employment contract (Government Code Section 54957)** Title: Executive Director. *Discussion and possible action.*

NEXT BOARD MEETING: *January 24, 2022 – Central Sierra Child Support Agency - ZOOM*

ADJOURNMENT

AGENDA ITEM

#1

BOARD OF DIRECTORS
Central Sierra Child Support Agency
639 New York Ranch Road
Jackson, CA 95642

MINUTES
October 25, 2021
2:00 p.m.

The Board of Directors of the Central Sierra Child Support Agency met via Zoom on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Directors present: Roll call

Jaron Brandon
Merita Callaway
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Absent: Frank Axe, Jeff Brown

Staff present:

Julie Prado, Executive Director
Liane Peck, Deputy Director
Timothy M. Cary, General Counsel

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

1. Minutes from meeting July 26, 2021

Review of minutes from July 26, 2021. Motion by Director Brandon and second by Director Tofanelli to approve the minutes as presented. Motion carries 5-0-0 with Director Axe and Director Brown absent.

ADMINISTRATIVE MATTERS:

2. Executive Director's Report

Budget: Executive Director Prado reported that the Agency is at 25% of the year and allocation spent is 30.27% through September 30, 2021. The allocation is showing a higher level of expenditures due to the retirement of a long-term employee and their associated payouts as well as lump sum insurance premiums paid annually in July. Reporting on checks between \$5,000

and \$10,000 other than lease payments: None. Agency Updates: Retirements and separations of the following employees announced: Lauren Slavik, Child Support Specialist, Mona Mohr, Child Support Assistant, Linda McCrory, Child Support Specialist, and Leslie Homuth, Staff Services Specialist. Offices in Jackson and Sonora continue to be open to customers on Tuesdays, Wednesdays, and Thursdays. The Agency continues to utilize the Virtual Interview Booths in Jackson and Sonora with a positive response from customers and staff. This process will continue to be analyzed and if it continues to work well in meeting the needs of both the customers and Agency, CSCSA will look to implement this process in the Calaveras office. Due to the vacancy of staff in the Alpine office, the Alpine caseload and customer traffic was analyzed to determine the appropriate level of staffing resources needed to serve that community. Effective November 1, 2021, CSCSA will begin a pilot process in Alpine where the office will be staffed one day a week, the first Thursday of each month, where we offer walk-in and appointments to customers. In addition, if a customer needs an appointment on a different day, we will make the necessary arrangements to meet those needs as well. Program Report: Staffing level is reported at 24.6. Review of collections and Federal Performance Measures (FPM) provided.

3. Creation of new job classification; Personnel Technician

Due to the retirement of Leslie Homuth, Staff Services Specialist, the Agency has assessed the need to fill the vacant position assigned to perform personnel related functions. Although some of the duties have been absorbed by existing staff and new efficiencies identified and developed, there are some duties that cannot be covered by existing staff due to knowledge gaps and workload. Based on the assessment, the Agency recommends that a new position of Personnel Technician be added to the roster of positions to meet the needs identified. Motion by Director Callaway and second by Director Tofanelli to approve the new position of Personnel Technician as outlined in the Job Specification attached to the Board Packet, establish the pay scale as outlined, and assign the new position to the MCP unit as the position is confidential position. Motion carries 5-0-0 with Director Axe and Director Brown absent.

CLOSED SESSION: The Board recessed into closed session at 2:31 p.m. and ended closed session at 3:04 p.m.

4. Conference with labor negotiators (Government Code Section 54957.6) – General Unit.

Agency Representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.

Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3)

Direction given.

5. Conference with labor negotiators (Government Code Section 54957.6) – MCP Unit.

Agency Representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.

Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3)

Direction given.

6. Ratification of collective bargaining agreement with General Unit.

The General Unit for OE3 and SEIU have reached a Tentative Agreement for a three-year contract which was ratified by members on Thursday October 21, 2021. The agreement includes updates to terminology and miscellaneous clarifications of Agency practices, the details of which are included in the attached Tentative Agreement (TA), along with the following agreements which are also detailed in the TA:

- A. Major medical, dental, vision and in-lieu – Agency will contribute towards medical, dental, and vision increases at the rate of 40% for 2022, 25% for 2023, and 25% for 2024; additionally, Agency shall increase the monthly in lieu payment from \$300 to \$350
- B. Salary increases – 2% salary schedule adjustment effective November 1, 2021, and a lump sum payment of 1% which shall be paid no later than December 3, 2021; 1.25% salary schedule adjustment effective October 1, 2022; 1.25% salary schedule adjustment effective October 1, 2023
- C. Wellness stipend – Increase annual wellness stipend from \$150 to \$200 effective January 2022
- D. Furloughs – Increase of the maximum number of annual furlough days from 5 days to 12 days
- E. Retaining 24 hours sick leave/vacation – Eliminates the option for employees to retain 24 hours of sick leave and 24 hours of vacation hours during a leave
- F. Vacation accrual limits - Revises vacation accrual to a maximum of 450 hours effective June 2022 and then to 400 hours effective June 2023
- G. Vacation pay-out – To assist employees with reducing overall vacation balances, a maximum of 80 hours may be cashed out in May of 2022 and another 80 hours in May of 2023; thereafter, the maximum vacation pay-out reverts to the existing max hours of 40 hours per year

Motion by Director Brandon and second by Director Kirk to approve item #6 (Ratification of collective bargaining agreement with General Unit). Motion carries 5-0-0 with Director Axe and Director Brown absent.

7. Ratification of collective bargaining agreement with MCP Unit.

The MCP Unit for OE3 and SEIU have reached a Tentative Agreement for a three-year contract which was ratified by members on Wednesday October 13, 2021. The agreement includes updates to terminology and miscellaneous clarifications of Agency practices, the details of which are included in the attached Tentative Agreement (TA), along with the following agreements which are also detailed in the TA:

- A. Major medical, dental, vision and in-lieu – Agency will contribute towards medical, dental, and vision increases at the rate of 60% for 2022, 25% for 2023, and 25% for 2024
- B. Salary increases – 2% salary schedule adjustment effective November 1, 2021, and a lump sum payment of 1% which shall be paid no later than December 3, 2021; 1.25% salary schedule adjustment effective October 1, 2022; 1% salary schedule adjustment effective October 1, 2023

- C. Furloughs – Increase of the maximum number of annual furlough days from 5 days to 12 days
- D. Retaining 24 hours sick leave/vacation – Eliminates the option for employees to retain 24 hours of sick leave and 24 hours of vacation hours during a leave
- E. Vacation accrual limits - Revises vacation accrual to a maximum of 450 hours effective June 2022 and then to 400 hours effective June 2023
- F. Vacation pay-out – To assist employees with reducing overall vacation balances, a maximum of 80 hours may be cashed out in May of 2022 and another 80 hours in May of 2023; thereafter, the maximum vacation pay-out reverts to the existing max hours of 40 hours per year

Motion by Director Brandon and second by Director Callaway to approve item #7 (Ratification of collective bargaining agreement with MCP Unit). Motion carries 5-0-0 with Director Axe and Director Brown absent.

NEXT BOARD MEETING: The next meeting is scheduled for November 15, 2022, at 2:00pm via Zoom.

ADJOURNMENT: The meeting was adjourned at 3:14 p.m.

Chair, Board of Directors

JULIE R. PRADO
Executive Director
By: Liane Peck, Deputy Director

AGENDA ITEM

#2

CENTRAL SIERRA CHILD SUPPORT AGENCY
639 New York Ranch Road
Jackson, California 95642

MEMORANDUM

DATE: November 10, 2021
TO: Board of Directors
FROM: Julie Prado, Executive Director
SUBJECT: Executive Report

I. BUDGET

Financial Summary through October 31, 2021, 33.3% of the year

Expenditure line description	Approved Budget	Year-to-Date Expenditures	Percent of budget expended
Salaries	\$ 2,152,261.00	\$664,868.43	30.94%
Benefits	\$ 1,380,876.00	\$634,492.64	45.95%
Services & Supplies	\$ 705,933.00	\$238,270.21	33.75%
Fixed Assets	\$ 10,000.00	\$0	0%
Automation	\$ 6,830.00	\$1,272.27	18.63%
Overall Totals	\$ 4,255,900.00	\$ 1,539,903.55	36.18%

A. The benefits and services portions of our budget show a higher percentage of expenditures because of the retirement of a long-term employee and their associated payouts as well as the fact that lump sum insurances for the year were paid in July. There is currently no budget concern.

B. **Report on checks written between \$5,000 and \$10,000 in September, other than lease payments:** None

II. PROGRAM REPORT

A. General Remarks

The Agency is currently being audited by State DCSS which includes a full review of budget, expenditures, payroll, contracts, purchases, and adherence to the rules and regulations as outlined by the Agency, the Board, and by State DCSS policy. The audit encompasses the years of 2019 and 2020. The audit began in June 2021 and, while it was expected to take 2-4 weeks, is still underway. The Agency will provide the Board with a full summary of the outcome of the audit once it is available.

B. Staffing

STAFFING LEVELS [Filled] - 2021-2022 FISCAL YEAR												
Months	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
GENERAL UNIT												
Accounting	2	2	2	2								
Caseworkers	12	11	10	10								
Child Support Assistant	2	1	1	1								
Legal Clerks	1	1	1	1								
Subtotal	17	15	14	14								
M/C/P Unit												
Business Office	2.6	2.6	2.6	1.6								
CS Attorneys	2	2	2	2								
Supervisors/Leaders	4	4	4	4								
Subtotal	8.6	8.6	8.6	7.6								
EXECUTIVE												
Executive Director	1	1	1	1								
Deputy Director	1	1	1	1								
Subtotal	2	2	2	2								
TOTAL	27.6	25.6	24.6	23.6								

C. Program performance: Collections and federal performance measures (FPMs)
COLLECTIONS

MONTHLY SUPPORT DISTRIBUTED – 2020/2021 FEDERAL FISCAL YEAR; In parens: YTD 2021 Federal Fiscal Year: Agency collection GOAL \$12,500,000			
10/21	\$893,506 (\$893,506)	4/22	
11/21		5/22	
12/21		6/22	
1/22		7/22	
2/22		8/22	
3/22		9/22	

FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2021-2022 FEDERAL FISCAL YEAR												
LEGEND: FPM = Federal Performance Measure;												
* = measures where number naturally increases each month												
[in brackets] = Goal for Federal fiscal year (October through September)												
Activity	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22
Cases Opened/MO	48											
Cases Closed/MO	43											
TOTAL cases open	4391											
FPM 1: IVD Paternity % [103%]*	93.56%											
FPM 2: Orders % [97.25%]	96.91%											
FPM 3: Current % [80.5%]	68.10%											
FPM 4: Arrears % [80%]*	40.18%											

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2021/2022

Performance Measure Report

Federal

Data Source: FPM Report

FPM 1 IVD Paternity Establishment 103%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	94.25%	94.93%	96.27%	97.50%	98.48%	99.31%	99.78%	100.47%	101.27%	102.32%	103.00%	baseline	
Children with Paternity Established	2442				0	0	0	0	0	0	0	0	2442	1257 line 6
Children born out of wedlock per year	2584	2584	2584	2584	2584	2584	2584	2584	2584	2584	2584	2584	2584	1257 line 5 PY
FFY 2022 Actual	93.56%	#VALUE!	#VALUE!	#VALUE!	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	93.56%	
Over/Under (%points)		#VALUE!	#VALUE!	#VALUE!	-97.50%	-98.48%	-99.31%	-99.78%	-100.47%	-101.27%	-102.32%	-103.00%		
FFY 2021 Actual	93.56%	94.25%	94.93%	96.27%	97.50%	98.48%	99.31%	99.78%	100.47%	101.27%	102.32%	102.97%	1.0463	

FPM 2 Cases with Support Orders Established 97.25%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	97.09%	97.09%	97.10%	97.18%	97.19%	97.20%	97.21%	97.21%	97.22%	97.23%	97.24%	97.25%	97.09%	
Cases with a Support Order	4391	0	0	0	0	0	0	0	0	0	0	0	4,391	1257 Line 2
Total Cases	4531	0	0	0	0	0	0	0	0	0	0	0	4531	1257 Line 1
FFY 2022 Actual	96.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	96.91%	
Over/Under (%points)	-0.18%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-0.18%	
FFY 2021 Actual	96.58%	96.72%	96.69%	96.64%	96.66%	96.62%	96.65%	96.92%	97.05%	97.36%	97.18%	97.15%		

FPM 3 Collections on Current Support 80.5%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	75.14%	75.62%	76.10%	76.58%	77.06%	77.54%	78.02%	78.50%	78.98%	79.46%	79.94%	80.50%	75.14%	
Current Support Collected	\$598,271.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$598,271.26	1257 Line 25
Current Support Due	\$878,487.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$878,487.71	1257 Line 24
FFY 2022 Actual	68.10%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	68.10%	
Over/Under (%points)	-7.04%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-7.04%	
FFY 2021 Actual	74.32%	72.87%	74.25%	73.02%	72.76%	73.26%	73.92%	73.69%	73.90%	73.63%	73.68%	73.65%		

FPM 4 Collections on Arrears 80.0%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	51.77%	54.59%	57.41%	60.23%	63.05%	65.87%	68.69%	71.51%	74.33%	77.15%	80.00%	baseline	
Case Paying Arrears	1,190	0	0	0	0	0	0	0	0	0	0	0	1,190	1257 Line 29
Cases w/Arrears Due	2,962	0	0	0	0	0	0	0	0	0	0	0	2,962	1257 Line 28
FFY 2022 Actual	40.18%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#VALUE!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	40.18%	
Over/Under (%points)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#VALUE!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
FFY 2021 Actual	48.95%	55.82%	61.71%	64.23%	66.33%	70.04%	73.02%	74.11%	76.02%	76.84%	78.20%	78.91%		

Total Distributed Collections \$12500,000	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	\$1,041,666	\$2,083,332	\$3,124,998	\$4,166,665	\$5,208,332	\$6,249,999	\$7,291,666	\$8,333,333	\$9,375,000	\$10,416,667	\$11,458,334	\$12,500,000	\$1,041,666	
FFY 2022 Actual	\$893,506	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$893,506	CS 34 line
Over/Under	\$148,160	\$2,083,332	\$3,124,998	\$4,166,665	\$5,208,332	\$6,249,999	\$7,291,666	\$8,333,333	\$9,375,000	\$10,416,667	\$11,458,334	\$12,500,000	\$148,160	4b, 4c, 8 & 11
FFY 2021 Actual	\$965,177	\$1,871,919	\$3,025,883	\$3,887,796	\$4,752,305	\$5,820,652	\$7,087,128	\$8,072,531	\$9,237,126	\$10,247,963	\$11,251,424	\$12,266,191		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2021/2022

Federal Performance Measure Goals

October 2021

	FFY GOAL	ACTUAL RESULT
FPM 1 IV-D Paternity Establishment	103.00%	93.56%
<i>Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.</i>		
FPM 2 Cases with a Support Order Established	97.25%	96.91%
<i>Measures cases with support orders established compared to total number of cases open at the end of a month.</i>		
FPM 3 Collections on Current Child Support	80.50%	68.10%
<i>Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.</i>		
FPM 4 Cases with Collection on Arrears	80.00%	40.18%
<i>Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.</i>		
		FFY to-date
FPM 5 Distributed Collections	\$12,500,000	\$893,506
<i>Measures the total dollar amount of child support collected and distributed based on the CS34/35</i>		

AGENDA ITEM

#3



M E M O R A N D U M

DATE: November 10, 2021

TO: Board of Directors

FROM: Julie R. Prado, Executive Director

SUBJECT: Personnel Technician **(Agenda Item # 3)**

In the October 2021 Board Meeting, the Board added the position of Personnel Technician to the roster of positions for CSCSA. Further, the Board erroneously (at the Agency’s request) assigned the position to the MCP unit as a confidential employee and created a salary schedule as follows:

CLASSIFICATION	A	B	C	D	E
Personnel Technician					
Hourly	\$23.86	\$25.05	\$26.31	\$27.62	\$29.00
Monthly	\$4,135.73	\$4,342.00	\$4,560.40	\$4,787.47	\$5,026.67

The Agency made two errors in the request brought to the Board in the October 2021 meeting. The duties of this position were previously held by the HR Staff Services Specialist who was assigned to the Executive (unrepresented) Class. This assignment was made by the Board due to the confidential duties related to negotiations such as salary and compensation studies. Because those types of duties will now be assigned to the Personnel Technician, the Agency should have requested the Board assign the newly created position to the Executive Class, not to the MCP unit. Additionally, the pay scale listed above, which was approved by the Board, omitted the F step created by the Board in 2020. The correct pay scale is as follows:

CLASSIFICATION	A	B	C	D	E	F
Personnel Technician						
Hourly	\$23.86	\$25.05	\$26.31	\$27.62	\$29.00	\$29.73
Monthly	\$4,135.73	\$4,342.00	\$4,560.40	\$4,787.47	\$5,026.67	\$5,153.20

The unions have been informed of the error of the designation to the MCP unit and have not objected to this correction.

Recommendation: That the Board assign the Personnel Technician position to the Executive (unrepresented) Class and amend the pay scale to include step F.

CLOSED SESSION

AGENDA ITEM

#4 & 5

CLOSED SESSION

AGENDA ITEM

#6

CLOSED SESSION

AGENDA ITEM

#7

AGENDA ITEM

#8



MEMORANDUM

DATE: November 10, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Staff Services Specialist-Fiscal **(Agenda Item # 8)**

In July 2019, as a result of the retirement of the Agency's Accountant II, the fiscal team was reorganized resulting in the deletion of the Accountant II position and the reclassification of the Accounting Technician position to a Staff Services Specialist position. At that time, the intent was to streamline processes such that the Staff Services Specialist could handle the duties of both the Accountant and the Accounting Technician.

Since that time, the Agency has continued to analyze the duties assigned to the fiscal team and has participated in multiple audits of the transactions and fiscal responsibilities of the Agency. It has become apparent through our analysis and that of the auditors of both the Agency's single audit and the State Audit of our claims by DCSS that the duties of the fiscal Staff Services Specialist may not be aligned with the duties outlined in the CalHR job description. It has also become apparent that the duties of the Agency's fiscal Staff Service Specialist exceed those that were originally anticipated.

Duties of the fiscal Staff Services Specialist include but are not limited to:

- Manages, supervises, and administers department wide fiscal activities
- Manages, supervises, and administers full scope of payroll activities and audits
- Provides guidance and technical direction to management, supervisors, and subordinate staff
- Plans, directs, manages, and participates in the development of the Agency budget including proper expenditure coding; analysis of estimates of expenditures; analysis of projections of revenue; review with the Executive Director of projections of revenue
- Plans, directs, and manages the preparation of reports, surveys, and other State mandated projects such as the Financial Transaction Report; California Compensation Report, and



other annual mandated and time sensitive financial data collections required by the State of California

- Ensures the Agency revenues are maximized by ensuring proper use of claims and understanding the nature of allocations
- Oversees the fiscal administration including the development of fiscal reporting systems, ensuring that funding requirements are met, and coordinating preparation and response to funding agency audits
- Acts as the internal auditor to ensure the fiscal processes, procedures, and controls align with State and Federal requirements as well as standard accounting principles
- Develops, maintains, and audits financial records including the general ledger, budget, and trial balance
- Develops processes, procedures, and systems to support government/regulatory compliance related to fiscal matters
- Plans, directs, and supervises accounts payable activities
- Provides subject-matter expertise for all issues related to payroll and fiscal matters
- In executive leadership role, participates in establishment of agency goals and the planning and implementation of associated activities

While the Staff Services Specialist job description includes some portions of the duties noted above, the Staff Services Specialist focuses on *technical* job duties, performed under general supervision, which contribute to the overall work product. The job duties of the Specialist include *participating in, reviewing, and making recommendations* related to equipment, supplies, budgets, facilities, and administrative functions. The job description notes, however, that the decisions and actions of a Specialist do not require complex analytical skills or methods, nor do they typically have a significant strategic or policy impact. Additionally, their primary role is to support day-to-day operations and the scope, scale and complexity of their work is limited.

We have reviewed the job duties of our fiscal Staff Services Specialist with CalHR and have been directed to the classification of Staff Services Manager for consideration as a more appropriate job description for the Agency's duties. Both the Specialist and the Manager descriptions are attached for your review and consideration.

The duties of the Manager are performed under general direction and include *planning, directing, and managing* high level fiscal activities which are highly advanced and complex. Their duties inherently include a high level of expertise and are critical in nature with a high consequence of error. Examples of such critical tasks in CSCSA are the filing of taxes, administration of audits, administration of revenue and expenditure accounts, and the administration of payroll taxation, all of which hold a possibility of financial penalties if errors occur.



The County of El Dorado uses the Staff Services Manager classification to accomplish the same child support fiscal duties as outlined above. It should be noted, however, that all other child support offices within the State, including El Dorado County, rely on the Auditor-Controller’s Office to manage and facilitate the costs of operations, payroll services, financial audits, and many of the other duties that CSCSA is required to handle in-house. The pay scale for Staff Services Manager in El Dorado County is \$43.26 – \$52.58 per hour. For your review and consideration, below is a proposed salary schedule adapted to the 6-step scale used by CSCSA.

CLASSIFICATION	A	B	C	D	E	F
Staff Services Manager	\$41.76	\$43.95	\$46.27	\$48.70	\$51.27	\$52.58

Recommendation: That the Board review the duties of the existing CSCSA fiscal *Staff Services Specialist* to determine if the duties are more appropriately aligned with the position of *Staff Services Manager* and, if so, reclassify the existing fiscal Staff Services Specialist position to that of Staff Services Manager. The then unfilled fiscal Staff Services Specialist position would be deleted. If the new position is created, it is further recommended that the Board establish a pay scale and benefits for the Staff Services Manager position and assign the position to the Executive Unrepresented Class.



Staff Services Specialist

Class Code:
SSS - MSS

Bargaining Unit:

CALHR

Established Date: Jun 1, 2011

Revision Date: Nov 18, 2016

CLASS DEFINITION AND DESCRIPTION:

Under general supervision, a Staff Services Specialist performs a variety of technical administrative duties in support of facilities management, budget, administrative functions, or department projects, or programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area. Areas of responsibility include, but are not limited to: researching, compiling, and reviewing data and information; processing financial and administrative records; creating and maintaining reports, records, spreadsheets, and files; coordinating technical administrative support services activities involving facility/fleet maintenance, office moves/setups (including telecommunications and information technology changes), program evaluation for funded programs; and participating in special projects, studies, and presentations.

The work performed emphasizes decisions, processes, and procedures that require incumbents to use substantial independent judgment within established laws, regulations, policies, and/or guidelines. Incumbents must apply a thorough knowledge of applicable laws, regulations, policies, and procedures in order to make both routine and non-routine decisions. When encountering a new or unfamiliar problem, incumbents are expected to evaluate the problem based on their knowledge and experience, and determine the appropriate course of action within their range of authority. However, these types of decisions and actions do not require complex analytical skills or methods, nor do they typically have significant strategic or policy impact. Instead, incumbents primarily support day-to-day departmental and/or program operations; and the scope, scale, and complexity of their work is limited.

Assignments may focus on one or more of the areas identified below, or may serve as a generalist, performing a wide variety of duties involving multiple administrative functions.

Assignments may include the supervision of subordinate clerical and/or support staff; however, supervision is not a critical allocation factor but rather an ancillary responsibility.

TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:

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

- Reviews reports, logs, and other documents; obtains and compiles fiscal, statistical, and administrative data and information from multiple sources; tracks and maintains data and prepares summaries and reports for management; notes trends and areas of

- concern; provides comments and/or recommendations regarding policy, procedure, staffing, program, or organizational changes
- Initiates and submits required documentation to purchase equipment, supplies, and other items within an established budget
 - Participates in departmental meetings; participates on committees and task forces to share information with other agencies or departments; contributes information and suggestions regarding how to improve the efficiency and effectiveness of assigned responsibilities
 - Reviews, verifies, and processes documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment
 - Participates in conducting surveys and studies; performs research to track administrative, fiscal, personnel, and operational performance
 - Maintains routine and complex administrative, accounting, personnel, payroll, and/or fiscal records
 - Answers questions and provides information to the public, contractors, and vendors; assists in the investigation of complaints and recommends corrective action as necessary to resolve complaints
 - Prepares presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases, and spreadsheets
 - Tracks progress of projects, payments, expenditures, and reimbursements
 - Assists in the administration and coordination of special events, training, programs, or projects; assists in coordinating municipal activities among County departments and/or other organizations
 - Interprets general or program specific policies, procedures, rules, regulations, contracts, and/or labor agreements
 - Provides liaison and staff support to committees, commissions, and department management
 - May supervise the work of subordinate clerical or para-professional support staff, with responsibility for assigning, reviewing and evaluating their work, and initiating appropriate corrective action when needed
 - Distributes assignments to co-workers, subordinates, contractors, and others; functions as a program or project coordinator with delegated authority to direct the work of staff in a non-supervisory capacity
 - Prepares and distributes written procedures and other informational materials pertaining to area of assignment; may provide training to groups and individuals regarding procedures and information
 - Performs or coordinates technical administrative activities and projects

For Support Services Option (in addition to the general duties):

- Coordinates technical administrative activities involving facility/fleet maintenance, office moves/setups (including telecommunications and information technology changes), safety and incident reporting, and storekeeping/records management
- Receives and prioritizes information on safety and maintenance issues from various sources such as incident reports, hazard reports, service complaints, and/or maintenance requests
- Coordinates services and repairs with maintenance staff and/or vendors; conducts inspections, investigations, or interviews as needed to identify problems
- Locates and obtains required resources to resolve problems and ensures that proposed solutions comply with established laws, regulations, polices, procedures, and guidelines
- Responds to facility-related emergencies
- Obtains and evaluates cost estimates/bids from vendors and makes recommendations to management
- Drafts and/or designs proposed space configurations (e.g., electrical outlet and network drop placements, furniture placement and configuration, equipment placement)
- Plans and facilitates the relocation of individual personnel and/or department locations; coordinates needed assistance for staff or office moves, including information technology, communications, and professional movers
- Creates, maintains, and monitors facility related agreements and contracts with outside vendors and contractors; monitors vendor/contractor/landlord performance, ensuring

discrepancies or problems are resolved and work is done in accordance with contractual requirements

- Acts as the departmental or agency-wide safety representative/coordinator; issues safety tips to staff, reviews and prepares safety policies, provides training to site safety coordinators, and ensures that safety-related reports and documentation are correct and timely

For Program Services Option (in addition to the general duties):

- Researches and develops public information and educational materials; participates in community outreach efforts to publicize department programs
- Develops and compiles training materials; trains extra-help staff and volunteers
- Collects, compiles, and tracks data, including caseload data, and provides data summaries, reports, and/or recommendations for program improvement

EMPLOYMENT STANDARDS

Knowledge of:

- Technical principles and methods of investigating and resolving administrative problems
- Fundamental governmental functions and organizations
- Principles of effective customer service
- Fundamental arithmetic principles and methods including addition, subtraction, multiplication, division, percentages, and fractions
- Principles of effective business communication, including the development of correspondence, reports, and presentations
- Basic principles and practices of fiscal, statistical, and administrative research
- Principles and practices of effective record keeping
- Computer equipment and general office software, including word processing, spreadsheet, electronic mail, and database
- English usage, including correct grammar, spelling, and punctuation
- Fundamental statistical methods
- Basic techniques of project management

For Program Services Option (in addition to the general KSAs):

- Laws, regulations, and terminology related to program(s) in area of assignment.
- Community outreach and public relations practices and techniques
- Programs available to client population served by the department

Ability to:

- Make administrative decisions and take actions based on the interpretation of laws and regulations as well as operating policies and procedures
- Prioritize assignments based on broad criteria
- Gather, tabulate, validate, summarize, and present data in a meaningful way
- Prepare reports and cost projections using readily available information
- Read, understand, interpret, and explain complex policies, regulations, legislation, and operating procedures
- Operate a personal computer utilizing spreadsheet, word processing, and database software at an intermediate to advanced level
- Collect, compile, analyze, and present a variety of data in a meaningful way
- Compose professional quality correspondence and letters; write technically detailed reports
- Coordinate the efforts of multiple individuals to achieve a work objective
- Reason logically and methodically
- Recommend and implement procedural changes/improvements
- Communicate effectively orally and express ideas clearly
- Communicate effectively, in writing, using proper English, including grammar, punctuation, and spelling
- Establish and maintain effective working relationships; act as an effective team player
- Effectively listen to others, identify, and resolve central problems or issues
- Work independently and accept responsibility for actions
- Provide training and guidance to co-workers, subordinates, and other department staff
- Supervise clerical and/or support employees, if required by the position

- Learn and understand the organization and operations of the assigned area and/or outside agencies
- Establish priorities, organize work, and meet deadlines

For Support Services Option (in addition to the general KSAs):

- Identify and resolve complex facility issues such as building repairs/improvements, plumbing, temperature control, pests, and safety
- Recognize issues that pose a threat to the safety of individuals or the security of facilities

For Program Support Services Option (in addition to general KSAs)

- Make presentations and promote programs
- Develop and present training materials

MINIMUM QUALIFICATIONS:

Two (2) years of full-time experience performing journey-level clerical, secretarial, or administrative support work.

AND

Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely related field from an accredited college or university.

Depending on the assignment, experience involving support services, personnel services, program services, or another specific type of administrative service area may be desirable.

Substitution: Additional experience performing routine or complex clerical duties may be substituted for the required education on a year-for-year basis.

SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:

Some positions in these classifications may require possession of a valid California driver license. Employees who drive on county business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

HISTORY INFORMATION:

Date Established: 6/1/11

Date Revised: 6/1/13

Date Revised: 11/18/16



Staff Services Manager

Class Code:
SSM - MSS

Bargaining Unit:

CALHR

Established Date: Jan 27, 2012

Revision Date: Nov 18, 2016

CLASS DEFINITION AND DESCRIPTION:

Under general direction, the Staff Services Manager, manages, supervises and administers one or more department-wide staff services functions; plans, organizes, directs, and controls functional activities pertaining to general, fiscal, and/or personnel services; performs highly advanced and complex analytical duties in support of the assigned function(s); and performs related duties as assigned.

This is the highly advanced/management-level class in the professional Staff Services series. In a small department, incumbents may be responsible for managing and administering several staff services functions. In a larger department, incumbents are typically responsible for managing and administering a single, department-wide staff services function, depending on the size and scope of that function. In addition to managing and administering the assigned function(s), the incumbent also performs highly advanced and complex analytical work. Depending on the department the position may or may not supervise subordinate clerical, technical, and/or professional staff. Instead, positions are primarily characterized by their functional management responsibilities over an administrative area and providing subject-matter expertise based upon a highly specialized knowledge, skills and abilities.

The Staff Services Manager classification is distinguished from the Supervising Staff Services Analyst in that the latter is primarily a first level supervisor over a group of professional analyst staff.

The Staff Services Manager classification is distinguished from the class of Senior Staff Services Manager in that the latter describes a position that has a high level of responsibility for planning, organizing, directing, staffing and controlling the staff and/or operations for an assigned work unit through a subordinate professional staff; e.g., Staff Services Manager, Supervisory Staff Services Analyst.

The Staff Services Manager differs from child support or social service program manager classifications in that incumbents in the former manage administrative rather than program-related functions pertaining to employment, eligibility, social services, or child support.

Assignment as a Staff Services Manager can emphasize one the following options: personnel or fiscal analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility that include personnel and/or fiscal analysis. For positions specifically assigned to a specialized option, specific minimum qualifications and recruitments are permitted.

TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:

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

- Plans, directs, and manages the activities of a staff services functional area with department-wide scope and impact
- Provides guidance and technical direction to management, supervisors, and subordinate staff; serves as a highly skilled subject matter expert in areas of assignment
- Plans, directs, and manages the collection and analysis of data; makes recommendations on the formulation of policy and procedures, as well as staffing and organizational changes
- Plans, directs, and manages the implementation of surveys; directs and/or performs research and statistical analysis on complex administrative, fiscal, personnel, and/or programmatic matters
- Plans, directs, and manages the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms
- Plans, directs, and manages the preparation of budgets, reports, manuals, and/or publications
- Supervises the work of clerical, technical, and/or professional analyst staff; assigns work, establishes work priorities and performance standards, and provides feedback to subordinates
- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations for improvement; and assists with the implementation of procedural, administrative, and/or operational changes after approval
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics
- Assists in the management of the department by evaluating existing and proposed organization, policies and procedures; consulting with and advising department personnel; making recommendations and directing, reviewing, and evaluating the implementation of changes
- Directs the maintenance of complete and accurate fiscal, personnel, payroll and related records, and ensures timely completion
- Participates in the establishment of strategic short-term and long-range program planning
- Coordinates, monitors, and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, and forms, conducts research and develops procedures to improve efficiency and cost effectiveness; and monitors expenditures
- Conducts studies, evaluates, and prepares reports on departmental and assigned division operations including procedures, systems, space requirements, organizational structure, expenditure of funds and types and effectiveness of equipment
- Drafts, reviews, and analyzes existing and proposed policies, rules, regulations, legislation, and ordinances affecting unit area, recommends and implements changes as needed
- Plans, directs, and manages activities to meet department-wide training and development needs
- Plans, directs, and manages the development and/or coordination of resources for department-wide training and staff development including workshops, college coursework, training programs, and on-the-job training sessions
- Evaluates department training needs, designs, and delivers in-service training, evaluates effectiveness
- Coordinates department participation in countywide training program
- Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings; responds to the more sensitive and difficult complaints and requests for information
- Interviews, selects, and makes hiring recommendations of assigned staff
- Performs related duties as assigned

For Personnel Option (in addition to the general duties):

- Serves as the personnel officer with department-wide responsibility for administering personnel and payroll functions
- Plans, directs, and manages labor relations activities including handling grievances
- Confers with employee representatives on matters of salary, labor practices, and working conditions
- Plans, directs, manages, and performs investigations into a variety of employee and/or consumer complaints, which may include civil rights complaints
- Participates in appropriate recruitment and selection programs
- Performs a variety of recruitment efforts and advises departmental managers and supervisors on selection and placement of employees
- Prepares forecasts of departmental staff needs and provides advice, direction, and information to department managers and supervisors on a variety of human resource related matters
- Supervises the maintenance of personnel records, including hires, terminations, promotions, and other personnel data
- Oversees the process and record keeping for Workers' Compensation claims

For Fiscal Option (in addition to the general duties):

- Serves as the fiscal officer with department-wide responsibility for administering fiscal functions
- Directs and oversees staff in performing various fiscal analyses, preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management
- Plans, directs, manages, and participates in the development of the departmental budget including proper expenditure coding; analysis of 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 Executive's staff; final budget preparation and presentation
- Develops policy and procedure recommendations for the preparation and maintenance of the department budget
- Ensures revenues are maximized by ensuring proper use of time study codes, understanding the nature of allocations (i.e., capped vs. uncapped allocations, grant requirements, etc.)
- Oversees the fiscal administration of specified grant-funded programs, including developing fiscal reporting systems, ensuring that funding requirements are met, and coordinating preparation and response to funding agency audits
- 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; and obtains final approval for changes
- Monitors and evaluates departmental budgets, budget change proposals, and related expenditures and revenues; monitors expenditure of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budgets
- Formulates or assists in formulating fiscal policy for the department in consultation with program administrators and other management staff. Leads or assists in planning, coordinating, and implementing fiscal goals, objectives, policies and procedures, and internal financial control systems within assigned department
- Recommends strategies to maintain the fiscal integrity of the department
- Oversees or participates in consulting, researching, negotiating, and monitoring contracts and agreements with outside suppliers, service providers, leasing agents, and others

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of management in a public agency departmental setting
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline

- Principles of management analysis and organizational design necessary to formulate administrative policies and procedures
- Basic county government rules and responsibilities and functions, terminology and practices of the department to which assigned
- Principles of organization, administrative, and fiscal management
- Principles of program planning and evaluation
- Principles, problems, and methods of public and business administration, including organization, personnel, fiscal, management, and budgetary control
- Data analysis and statistical representation techniques
- Computer applications related to the work, including spreadsheets and basic methods of graphic presentation, word processing, and electronic mail
- Techniques and methods of organizing and motivating groups
- Principles and methods of strategic planning
- Governmental functions and organization
- Effective leadership and team building principles
- Effective communication, facilitation methods, and aids used for training programs and presentations
- Long range financial projecting and forecasting techniques and public financing methods

Ability to:

- Plan, organize, direct, control, and review the work of staff and activities of a department-wide staff services function
- Administer and perform highly complex activities associated with department-wide fiscal, personnel, or general analysis
- Analyze data and present ideas and information effectively
- Identify problems and central issues and develop workable solutions
- Consult with and advise executive staff, managers, and supervisors on a wide variety of matters
- Participate in strategic planning activities to recommend and implement organizational changes and improvements
- Analyze complex organizational problems, evaluate and select alternatives, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives
- Collect, analyze, interpret, and evaluate a variety of financial and statistical data and prepare persuasive verbal and written reports and recommendations
- Analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background
- Analyze situations accurately and initiate appropriate action
- Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work
- Select, train, evaluate, and manage the performance of subordinate staff
- Consult with and coordinate the administrative requirements of different department staff members
- Effectively counsel employees on work errors or deficiencies and take appropriate disciplinary actions as necessary
- Prepare clear, concise, accurate, and effective correspondence, presentations; financial, statistical, and narrative reports; policies, procedures, and other written materials
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions
- Understand, interpret, apply, and explain complex laws, rules, and regulations as they relate to assigned areas of responsibility
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Effectively represent the department to other departments and agencies and before public bodies; and to secure willing cooperation of operating officials in accepting and carrying out sound personnel management practices
- Establish and maintain effective working relationships with a variety of department staff
- Exercise judgment, tact, and diplomacy with a variety of political, social, economic groups in a variety of situations relative to a variety of issues

- Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies

For Personnel Option (in addition to general KSAs)

Knowledge of:

- Personnel management principles and techniques, including interviewing, selection, training, supervision, evaluation, motivation, discipline, and staff development
- Principles and methods for investigating and resolving grievances and complaints
- Principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, collective bargaining, employer-employee relations practices, meet and confer obligations, and progressive discipline
- Principles and practices of public administration and human resources as applied to departmental administration, including payroll and personnel processing and basic labor relations concepts

For Fiscal Option (in addition to general KSAs):

Knowledge of:

- Advanced principles, methods, and procedures of budget preparation and control; general accounting principles
- Financial statement preparation
- Economic analysis and forecasting techniques
- Methods and techniques of public financing
- Principles and practices of auditing and reconciling financial documents and records related to the functions of the department to which assigned Principles and practices of governmental accounting, auditing, budget analysis, formulation and control, and complex financial systems development and operations
- Principles and practices of various budgeting processes, including performance-based budgeting, zero-based budgeting, and incremental budgeting
- Payroll systems and legal requirements
- Automated systems and applications including word processing, spreadsheet and database applications
- Principles and practices of budgeting and fiscal administration including financial and actuarial forecasting and financial analysis in a public agency

Ability to:

- Manage and perform various aspects of budget analysis, preparation, and monitoring
- Analyze and make effective recommendations regarding financial and accounting procedures
- Develop, implement, and administer a multiple accounting control, fund disbursement, and fiscal reporting system
- Develop, monitor, and implement a complex annual budget for a moderate-sized public agency, including policy development
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal condition
- Plan and carry out various analytical studies in the area of budget administration and complete tasks that include high level inter-departmental coordination and cooperation
- Recommend new and revised policies and procedures necessary for budget program administration

MINIMUM QUALIFICATIONS:

Pattern 1: One (1) year of full-time experience as a Supervising Staff Services Analyst;

OR

Pattern 2: Two (2) years of full-time experience as a Staff Services Analyst III;

OR

Pattern 3: Three (3) years of full-time experience as a Staff Services Analyst II;

OR

Pattern 4: Graduation from an accredited college or university with a bachelor's degree; **AND** Depending upon the option recruited for, four (4) years of full-time professional experience performing general administration, personnel, and/or fiscal work.

Substitution: Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:

Some positions in this classification may require possession of a valid California driver license. Employees who drive on county business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

HISTORY INFORMATION:

History

Date Established: 1/27/12

Date Revised: 6/1/13

Date Revised: 10/29/13

Date Revised: 11/18/16

AGENDA ITEM

#9



MEMORANDUM

DATE: November 10, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Executive Class (Unrepresented) Employment Terms **(Item # 9)**

This item is on agenda to discuss employment terms for the Executive (unrepresented) Class as follows:

- 1) Discussion and possible action on a COLA increase for classes within the Executive Class, given COLA increases received by all other employees.
- 2) Discussion and possible action on health insurance compensation given increases in rates and contributions provided to all other employees.

Recommendation: It is recommended that the Board discuss and take action, if desired, on the issues outlined above and that the Board direct the Chair or Vice Chair to approve any updates to the employment terms document.

AGENDA ITEM

#10



MEMORANDUM

DATE: November 10, 2021
TO: Board of Directors
FROM: Julie R. Prado, Executive Director

SUBJECT: Executive Director Contract

(Item # 10)

This item is on agenda today for the following issues:

- 1) Discussion and possible action on a COLA increase for the Executive Director, given COLA increases received by all other employees.
- 2) Discussion and possible action on benefits and contract language re: benefits given increases in rates and contributions provided to all other employees.

Recommendation: It is recommended that the Board discuss and take action, if desired, on the issues outlined above and that the Board direct the Chair or Vice Chair to approve any updates to the contract.