



RESOLUTION NO. 344-2005

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the Board of Supervisors in adopting the budget for FY 2005/2006 has approved positions in new classifications; and

WHEREAS, it is necessary for the Board of Supervisors to approve job specifications for these new classifications, and to adopt salary ranges and designate bargaining units for these classes; and

WHEREAS, the County has advised the respective bargaining representatives, as appropriate, of the proposed new class specifications, and the proposed salary ranges and bargaining units as set forth below.

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado adopt the class specifications for the new classifications, and implement the designated bargaining units as listed below; and

BE IT FURTHER RESOLVED, that this resolution shall, in accordance with Section 203 of El Dorado County's Compensation Administration Resolution #227-84 for represented employees, and Section 601 of El Dorado County's Salary and Benefits Resolution #323-2001, as amended, for unrepresented employees, establish the salary ranges for the new classifications to become effective the first full payperiod following adoption of the Board of Supervisors, and thereby amend the El Dorado County Salary Table.

JCN	Job Class	1	2	3	4	5	Bargaining Unit
1505	Principal Risk Management Analyst	29.44 5,103	30.91 5,358	32.46 5,626	34.08 5,907	35.78 6,202	UM
4703	Sr. Development Aide	13.85 2,401	14.54 2,520	15.27 2,647	16.03 2,779	16.83 2,917	GE
2645	Recorder/Clerk Services Supervisor	17.12 2,967	17.98 3,117	18.88 3,273	19.82 3,435	20.81 3,607	SU
0183	Real Estate and Facilities Asset Manager	35.45 6,145	37.22 6,451	39.08 6,774	41.03 7,112	43.08 7,467	MA


PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 15 day of NOVEMBER, 2005 by the following vote of said Board:

Ayes: SWEENEY, BAUMANN, DUPRAY, PAINE

ATTEST

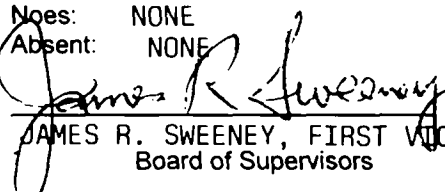
CINDY KECK

Clerk of the Board of Supervisors

By 
Deputy Clerk

Noes: NONE

Absent: NONE


JAMES R. SWEENEY, FIRST VICE-CHAIRMAN
Board of Supervisors

I CERTIFY THAT: THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Date _____

ATTEST: CINDY KECK, Clerk of the Board of Supervisors
of the County of El Dorado, State of California.

By _____
Deputy Clerk

PRINCIPAL RISK MANAGEMENT ANALYST**DEFINITION**

Under direction, provides expert professional assistance to the Risk Manager and other County management staff regarding risk management functions; manages one or more Risk Management programs which may include health benefits administration, employee disability and accommodation administration, workers' compensation, FMLA/CFRA/medical leaves, and related discrimination, harassment and/or retaliation complaint investigation; assists in administration of the daily operation of payroll and sick leave usage, employee communications, and/or benefit coordination activities; may participate in employer/employee relations matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides high-level professional assistance to the Risk Manager and other County management staff by performing the most complex health benefits administration or disability management work, workers' compensation investigation and resolution, injury investigation, and disability discrimination harassment and/or retaliation complaint investigation. Incumbents are responsible for oversight of daily operations and activities for assigned programs. Incumbents in this class are expected to work with significant independent judgment and limited supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the Risk Management division.
- Manages County health benefits programs and/or employee disability benefits and responds to issues, questions and grievances.
- Provides staff support in contract negotiations; prepares summaries, collects data and makes recommendations regarding program development and administration.
- Presents closed session recommendations to the Board of Supervisors.
- Conducts complex investigations regarding allegations of unlawful discrimination, harassment, retaliation and/or violations of County policies, procedures, or negotiated MOU's regarding benefit, disability and/or medical issues; interviews complainants, respondents, and witnesses; makes recommendations regarding subsequent actions.
- Confers with management and employees regarding health benefits, workers' compensation, FMLA/CFRA, accommodation of disability, or related activities, policies or procedures; advises County officials on interpreting employee medical/disability personnel rules, practices and memoranda of understanding.
- Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Plans, organizes, administers, reviews and evaluates the activities of assigned professional, technical and office support staff.
- Recommends selection of assigned staff and provides for their training and professional development; interprets policies and procedures to employees.
- Monitors developments and legislation related to benefits, workers' compensation and disability matters, evaluates their impact upon County operations and recommends and implements policy and procedural improvements.
- Provides oversight of third party administrators and vendors for health and disability benefits; monitors loss experience and performance; serves as liaison between the county and insurance companies, third-party administrators and service vendors; acts as liaison between County comprehensive job analysis, classification, compensation and benefits monitoring activities.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternative and recommendations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of health benefits or disability management in a public agency setting including workers' compensation and employee disability benefits.
- Applicable state, federal and local laws, policies and regulations regarding employee medical and disability benefits.
- Principles and techniques for analyzing and resolving conflicts regarding risk management functions in the employer/employee relationship.
- Basic investigative techniques and procedures including accident investigation methods.
- Principles, practices and techniques of program analysis and vendor oversight.
- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Basic budgetary principles and practices.

Skill in:

- Analyzing, interpreting, applying and explaining complex laws, rules and regulations.
- Developing, implementing and interpreting goals, objectives, and policies.
- Investigating, evaluating findings and reaching sound conclusions regarding allegations of discrimination, harassment, retaliation and other violations of County risk management rules, regulations and policies.
- Interviewing and obtaining information from employees, witnesses and others.
- Analyzing complex problems, evaluating alternatives and making sound creative recommendations while exercising sound independent judgment within established policy and procedure guidelines.
- Representing the County effectively in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Assisting in planning, organizing, administering, reviewing and evaluating broad, centralized risk management programs and directing staff in specified day-to-day activities.
- Selecting, training, directing, reviewing and evaluating the work of assigned staff.
- Preparing clear, concise and competent reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Maintaining accurate records and files.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in business or public administration, risk management, employee benefits or a related field and two years of advanced journey level experience in a centralized risk management or human resources setting at a level equivalent to the class of Senior Risk Management Analyst. Experience in a public agency setting is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

SENIOR DEVELOPMENT AIDE

DEFINITION

Under general supervision, assigns, coordinates and reviews the work of a group of development aides and other office support staff; provides difficult or specialized office support to various County offices, performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the working lead level in the development aide series with responsibility for providing lead direction to development aides and other office support staff as well as performing specialized and complex support work. This is a public contact series, and incumbents are required to possess good communications skills and are expected to be fully competent to perform permit processing and other office support activities. This is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level. This class is distinguished from the Development Technician series in that the latter provides more technical plan review and support.

EXAMPLES OF DUTIES (Illustrative only)

- Provides lead direction, training, and work review to a staff of development aides and other office support staff.
- Provides input into selection decisions, evaluations, disciplinary matters, and other personnel decisions.
- Develops, recommends, and implements improved operating procedures, forms, and work processes.
- Performs difficult, complex technical and/or specialized office support work, which may require the exercise of independent judgment, the application of technical skills, and a knowledge of detailed or specialized activities related to the department to which assigned.
- Assists staff with the resolution of situations that arise in contact with customers regarding department-related work.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Provides information to the public or to County staff that require the use of judgment and the interpretation of policies, rules, or procedures.
- Organizes and maintains various department files.
- Reviews permit applications for completeness and conformance to permit requirements.
- Calculates permit and similar fees; collects such fees, and issues receipts.
- Verifies that required permits and insurances have been obtained.
- Issues permits for specific types of applications; issues other permits as required, following specific guidelines.
- Maintains permit and license files and enters information into automated systems.
- Prepares reports of permit activity; accounts for fees received, and prepares single narrative and statistical reports.
- Provides information to applicants and others regarding application policies and procedures, how to correct deficiencies in original applications, and the process for re-application.
- Receives and screens a variety of visitors and callers to the office location; provides factual information, answers inquiries and routes callers to the proper person.

- Types forms, reports, correspondence, and other materials; proofreads typed materials for accuracy, compliance with departmental policies and procedures, and correct English usage.
- Maintains accurate records and files.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Permit processing rules and regulations related to the department to which assigned.
- Basic real property description terminology and concepts.
- Basic business computer applications related to the work.
- Business arithmetic, including the calculation of areas and fees.
- Office practices and procedures, including filing and the operation of standard office equipment, including a typewriter or word processor.

Skill in:

- Planning, assigning, directing, and reviewing the work of others.
- Training others in work procedures.
- Reading and interpreting plans, documents, maps, and permit applications.
- Interpreting, explaining, and applying policies, laws, and procedures regarding the permit process.
- Performing detailed, technical, and specialized office support work.
- Organizing and prioritizing work and following upon assignments with a minimum of supervision.
- Organizing and maintaining accurate files and records.
- Using initiative and sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Correct English usage.

Education and Experience:

One year of experience in reviewing and processing permits and providing information to the public at a level equivalent to the County's class of Development Aide II.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

RECORDER-CLERK SERVICES SUPERVISOR**DEFINITION**

Under direction, supervises the office staff and activities of the Recorder-Clerk's office; provides difficult, technical or specialized Recorder and/or Clerk office support; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Recorder-Clerk's office support series, responsible for planning, organizing, supervising, reviewing and evaluating the work of a group of Recorder-Clerk office staff, either directly or through subordinate lead staff. The work also includes performance of difficult, complex or specialized Recorder and/or Clerk support work.

EXAMPLES OF DUTIES (Illustrative Only)

- Supervises and directs Recorder-Clerk support staff and activities, either directly or through subordinate lead staff.
- Plans, schedules, participates in and assigns Recorder-Clerk support work such as examining/indexing and processing legal documents, recording, indexing and filing of Recorder and Clerk documentation and other clerical processing activities.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains assigned staff in Recorder-Clerk office procedures and specific departmental and unit policies and procedures.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring the timely completion of all work.
- Answers inquiries, provides information and resolves complaints from the public or employees regarding the functions and activities of the work unit that may require the use of judgment and the interpretation of policies, rules and procedures.
- Develops, recommends and implements improved operating procedures, forms and work processes; may assist with the preparation of the daily and monthly reports and deposit of cash receipts and may have input into the departmental budget.
- Performs difficult or complex Recorder-Clerk office support work and assists with special office projects as assigned.
- Enters and retrieves data from an on-line or personal computer system. Maintains office files, and researches and compiles information from such files; prepares analytical and statistical reports on operations and activities.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices, including work planning scheduling, review and evaluation and employee training and discipline.
- Office management practices and procedures, including records management and the operation of standard office equipment.
- Legal documents, forms, terminology and procedures.
- Policies and procedures related to the department to which assigned.
- Principals and practices of a safe working environment.
- Correct oral and written business English usage.
- Business arithmetic, including percentages and decimals.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training others in work procedures.
- Indexing systems, and document and vital record retrieval systems.
- Applicable sections of the Government Code, and rules or regulations pertaining to the transactions required by documents processed.
- Organizing and prioritizing work, meeting critical deadlines and follow-up on assignments with a minimum of supervision.
- Analyzing and resolving varied office administrative problems.
- Using initiative and sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

One year of experience in receiving, examining, indexing, processing and/or recording a variety of legal documents at a level equivalent to the County's class of Sr. Recordable Document Examiner/Indexer or Recordable Document Technician, or two years of experience at a level equivalent to Recordable Document Examiner/Indexer II.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

REAL ESTATE AND FACILITIES ASSET MANAGER

DEFINITION

Under direction, plans organizes and directs the activities, staff and resources of the County's Real Estate and Facilities Asset Management Program; develops the budget, goals, policies, procedures and delivery schedules for the Real Estate and Facilities Asset Management Program; performs difficult, complex, and advanced office and field duties concerned with planning, acquisition, disposal, negotiation and management of property, facility development/use, space allocation and related programs. Works with staff, other managers and employees, outside vendors, contractors, agencies and general public as required; assures division compliance with applicable laws, ordinances, and codes; and provides professional and technical staff assistance to the Facilities Manager.

DISTINGUISHING CHARACTERISTICS

This is a single position is responsible for the management of the County's Real Estate and Facilities Asset Management Program. The incumbent is responsible for formulating policies and procedures, developing program goals, and objectives, supervising assigned staff, development and administration of the program budget, and directing the day-to-day activities of the program. The incumbent also performs difficult, complex and specialized work related to negotiation, acquisition, and disposal of real property. Programs incumbent also responsible for are Cemetery Management, Space Planning, Move Coordination, Facility Use Planning & Coordination, SPTC Program, and Leased Facilities.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and directs the activities and functions of the Real Property and Facilities Asset Management Program.
- Prepares the budget for the program; researches and implements available program revenues and manages expenditures.
- Develops, recommends and implements both short-term and long-term plans relating to property management, facility development/use, space allocations, and program administration.
- Directly supervises employees, interviews and recommends candidates for hire, provides instruction and training; plans, coordinates, assigns and reviews work; evaluates performance and recommends evaluation outcomes.
- Manages and administers the County's cemetery program including development and implementation of management plans and operating policies and procedures; directs the research, designation, maintenance, documentation, and day-to-day operations of public cemeteries.
- Performs complex, technical and specialized work related to the appraisal, acquisition, management, transfer, sale and disposition of the County's real estate holdings; provides for professional appraisals of real property in support of acquisition, sale and lease of properties as needed.
- Negotiates the acquisition, disposal and leasing of real property as required to provide adequate facility space for the various functions of County government.
- Supervises and coordinates program management activities related to capital improvement projects; prepares, reviews and approves the preparation of documents as required.
- Establishes and maintains accurate documentation of County-owned properties, County-occupied facilities, lease documents, SPTC-ROW properties and leases, County-owned improved and unimproved real estate, County-owned erosion control properties, County-owned plant preserve

properties, cemeteries, space allocations, special studies, and other records related to the work of the program.

- Monitors current developments relating to the activities of the program, recommending appropriate course of action, implementing required programmatic modifications, and assuring timely compliance.
- *Attends meetings and represents the department and/or the County to various agencies, commissions, organizations and private parties; responds to inquiries and provides information and assistance to other County departments, and other contacted in the course of the work related to the functions of the program. Recommends settlement terms and courses of action to County officials; prepares and submits Closed Session reports to County's legal counsel.*
- Acts as liaison between the property owner, contractor and County staff to ensure project completion according to the acquisition agreement; protects the interests of the county in all aspects of property acquisition.
- Attends Board of Supervisors meetings and presents information as required

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and budget development and administration.
- Supervisory principles and practices including work planning, evaluation, employee training and discipline.
- Principles and practices of real estate acquisition including real estate appraisal, negotiation, title and escrow activities.
- *Applicable Federal, State and local laws, codes, regulations policies and standards.*
- Computer applications used by the County.
- Principles and practices of real estate, land title law, appraisal methods and theories, condemnation and landlord-tenant law.
- Principles and practices of contract administration.
- Principles and practices of governmental accounting.
- Record keeping and report preparation.

Skill in:

- Performing complex, difficult and sensitive real property acquisition, management, transfer and disposal work.
- Organizing work, setting priorities and exercising independent judgment within policy guidelines.
- Dealing tactfully and effectively with the public, staff, appraisal firms, other agencies, committees and public agencies.
- Preparing clear, concise and accurate reports, records and correspondence.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Making effective public presentations of technical, complex and other controversial information.
- Analyzing, interpreting, explaining and applying complex technical policies, procedures, codes, statutes, descriptions and documents.
- Understanding and interpreting architectural drawings, engineering plans, maps, survey and legal documentation.
- Negotiating with property owners and parties of interest in property, and explaining policies, procedures, plans and interests affecting properties.
- Selecting, scheduling, motivating and evaluating staff and providing for their training and development.

Other Requirements:

Must possess a valid driver's license. Must possess a Real Estate Broker's license and/or a Certified General Appraiser's license.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in real estate, business administration, public administration or closely related field. Four years of progressively responsible experience involving all major phases of the acquisition and administration of facility development, real property, including property appraisal, property sales, title examination, and lease administration, with at least two years of such experience in a supervisory or lead capacity. Additional qualifying experience may be substituted for the required education on a year for year basis.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.