

RESOLUTION TO REORGANIZE THE COUNTY ADMINISTRATIVE OFFICE OF PLUMAS COUNTY BY ADOPTING NEW POSITION ALLOCATION AND JOB CLASSIFICATIONS FOR REVISED COUNTY ADMINISTRATIVE OFFICER JOB DESCRIPTION – WAGE \$75.00 AND NEW JOB DESCRIPTION FOR DIRECTOR OF RISK MANAGEMENT AND SAFETY – WAGE \$45.00

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, these positions are necessary for the daily operational needs of the County Administrative Office and risk management functions; and

WHEREAS, the Human Resources Director has amended the job classification plan and wage ranges for County Administrative Officer wage \$75.00 and Director of Risk Management and Safety – Wage \$45.00; and

WHEREAS, the Human Resources Director recommends the reorganization for the County Administrative Office which will eliminate two (2) current job classifications that are allocated and establish two new job classifications and position allocation: and

WHEREAS, this request was brought to the attention of the Human Resources Director by the Board of Supervisors, requesting this reorganization and who is now requesting approval of this resolution to amend the 2021/2022 Job Classification Plan and Position Allocation for fund #20030.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Approve amended and new job classifications and wage ranges for County Administrative Officer and new Director of Risk Management and Safety. Exhibit A Pay Schedule
2. Approve the amendments to the Fiscal Year 2021/2022 Position Allocation to the following positions:

<u>County Administrative Office #20030</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
County Administrator	1.0	0.0
Assistant Risk Manager/Occupational Safety & Health Specialist	1.0	0.0
County Administrative Officer	0.0	1.0
Director of Risk Management & Safety	0.0	1.0

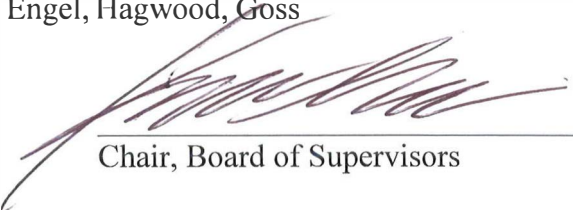
The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 12th day of April, 2022 by the following vote:

AYES: Supervisors: Ceresola, Thrall, Engel, Hagwood, Goss

NOES: Supervisors: None

ABSENT: Supervisors: None


Clerk, Board of Supervisors


Chair, Board of Supervisors

COUNTY ADMINISTRATIVE OFFICER**DEFINITION**

Under policy direction, plans, organizes, and provides administrative direction and oversight for all County functions and activities; provides policy guidance and program evaluation to the Board of Supervisors and management staff; encourages and facilitates provision of services to County residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required. Exhibit A, attached Resolution, provides specific outline of the County Administrative Officer (CAO) responsibilities.

The County Administrative Officer (CAO) receives administrative and general policy direction from the Board of Supervisors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The primary function of the CAO is to oversee the preparation, adoption, and administration of the county budget. This position works closely with the elected offices of auditor-controller, treasurer, tax collector and assessor to coordinate the efforts of those finance-related offices in the preparation and administration of the county budget. The CAO provides the Board of Supervisors with objective analyses of issues. Through the coordination of departmental activities, the CAO works to resolve differences among departments and ensure the county government operates harmoniously. The position shall also be vested with the authority and titles of County Budgetary Officer, County Safety Officer, and County Purchasing Agent.

DISTINGUISHING CHARACTERISTICS

The CAO, appointed by the Board of Supervisors, is accountable to the Board of Supervisors and responsible for enforcement of all County codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the County's operations. The CAO is accountable for establishing and accomplishing County goals and objectives, and developing general policy guidelines.

CLASSIFICATIONS DIRECTLY SUPERVISED

Administrative Assistant, and other support staff as needed

COUNTY ADMINISTRATIVE OFFICER - 2

EXAMPLES OF DUTIES

- The CAO shall supervise for the Board and administer all county offices, departments and entities over which the Board has responsibility and control through its power of appointment.
- The CAO shall be responsible to the Board for the coordination of the work of all elective and appointive county offices, departments, and institutions in areas which are the concern and responsibility of the Board. The County Administrator may make such studies and investigations which he or she believes are necessary or desirable and shall make any study or investigation the Board requests.
- Provide recommendations to the Board which he or she believes will result in greater efficiency and economy in the administration of County affairs. To enable the County Administrator to carry out such responsibilities, he or she may require reports from any office, department head, or other entity.
- Unless otherwise prescribed by statute, ordinance or resolution, the CAO shall make recommendations for appointed department heads. The CAO will consult with the Board, in closed session, prior to dismissing or demoting an appointed department head.
- The CAO shall recommend an annual County budget. In concert with the County Auditor, he or she shall review department budget request and shall enter recommendations for each departmental budget along with the requests. After the CAO has submitted the recommended budget to the Board, the Board shall review the recommendations and department requests and make any changes believed to be advisable, and adopt the preliminary budget in the manner provided by law.
- After the final County budget has been adopted by the Board, the CAO shall administer the budget and exercise continuous budgetary control. In concert with the County Auditor, he or she shall review all requests for appropriation transfers, and make recommendations to the Board for approval or disapproval.
- The CAO shall supervise expenditure of all elective and appointive offices, departments, and institutions. The County administrator may recommend to the Board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
- Recommend to the Board new positions, allocations of staffing and organizational structure for departments, and authorize emergency transfers or assignment of personnel. The CAO shall attend the meetings of the Board and may participate in the discussion of any matter but shall have no vote.
- The CAO shall represent the Board in the County's intergovernmental relationship in accordance with Board policies and instructions. When directed, the County Administrator shall represent the Board in dealing with individual or groups concern with County affairs.

COUNTY ADMINISTRATIVE OFFICER - 3

EXAMPLES OF DUTIES – Continued

- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the County government.
- Assist with the selection, training, professional development, and work evaluation of County staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings; assists in the selection of department heads to the Board.
- Ensures that the Board is kept informed of County functions, activities, and financial status, and of legal, social, and economic issues affecting County activities.
- Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
- The CAO shall be included in the on-the-job performance of each appointed department head at least once annually, with the Board.
- The CAO shall be responsible for the labor relations program for the county.
- The CAO shall coordinate the planning for the design and construction of physical facilities and the assignment of space required for County services. He or she shall prepare, and keep current, a capital improvement plan, including recommended methods for financing for adoption by the Board.
- Shall be responsible for the purchasing program for the County and is designated its purchasing agent.
- Authority, but not responsibility, for the duties assigned to the CAO may be delegated. Delegation will be in writing with limitations and copied to the Board.
- When an absence from the County is for more than thirty days, or, for disciplinary or investigative reasons, the Board will appoint an acting County Administrator which may or may not be an appointed department head.

TYPICAL PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

COUNTY ADMINISTRATIVE OFFICER - 4

TYPICAL WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from the computer system.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles, practices, and procedures of public administration in a County government setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board of Supervisors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of County government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to County government administration.
- Current social, political, and economic trends affecting County government and service provision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

COUNTY ADMINISTRATIVE OFFICER - 5

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Supervisors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Assist in the administrative activities of County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors.
- Direct the analysis and evaluation of annual budget requests of all County departments.
- Direct the preparation of the budget recommendations to the Board of Supervisors.
- Direct the continuous review of County expenditures through the fiscal year, develops fiscal and organizational plans for the Board of Supervisors.
- Attend meeting of the Board of Supervisors and makes recommendations on administrative and budgetary matters.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board of Supervisors.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform complex mathematical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

COUNTY ADMINISTRATIVE OFFICER - 6

Training and Experience:

Qualifications needed for this position:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field and five (5) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an organization. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DIRECTOR of RISK MANAGEMENT and SAFETY

DEFINITION

The Director of Risk Management and Safety develops, implements, administers, and evaluates policies, programs, and procedures for loss prevention, occupational health, workplace safety, environmental safety, and workers' compensation programs in accordance with federal, state and local regulations, industry standards and County policy. This position also serves as the HIPAA Compliance Officer for the County. Serves as the Safety Officer and monitors compliance with federal and state laws. Services as the County's delegate to the Board of the Excess Insurance Authority. Purchaser of commercial insurance policies and bonds as necessary, and with County Counsel, monitor County's litigation and workers' compensation claims administration.

DISTINGUISHING CHARACTERISTICS

The Director of Risk Management and Safety will work with the Auditor/Controller and the County's brokers regarding insurance programs; will also act as the primary contact for all risk management issues across the County Agency. The Director of Risk Management and Safety exercises considerable independent judgment and initiative to achieve objectives. This position provides guidance to, and receives direction from the highest levels of management and supervises and evaluates the work of professional and clerical staff to administer programs. Responsibilities include continuous contact with department heads, labor representatives, Board of Supervisors, Trindel, and federal, state, and local contacts. HIPAA Compliance Officer is responsible for HIPPA Compliant program is to ensure that it is safeguarded at all times and enforced. Must investigate and respond to all complaints of potential HIPAA violations.

REPORTS TO

Reports to the Board of Supervisors through County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise support staff as assigned

DIRECTOR of RISK MANAGEMENT AND SAFETY - 2

EXAMPLES OF DUTIES

- Plans, organizes, and directs the administration of County risk management functions including loss prevention, occupational health and safety, workers' compensation, and property and casualty insurance.
- Regularly evaluates risk/loss experience insurance and self-retention levels, and effectiveness of self-insured and commercial insurance coverage.
- Develops, implements, administers, and evaluates safety policies, procedures and programs to reduce work-related accidents, injuries and illnesses; identify, evaluate and control potentially hazardous conditions and financial losses. Maintains up to date safety procedures, such as the Injury Illness and Prevention Program (IIPP).
- Oversees litigation management, investigation and settlement of workers' compensation, liability, and property claims.
- Works closely with County Counsel and the Board of Supervisors to manage and settle potential high value claims.
- Responsible for the direction and coordination of the County's Risk Management Programs. This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors.
- This position is responsible for preparation of documentation to Cal/OSHA citations/appeal processes and should be familiar with Cal/OSHA policies and procedures.
- Conducts safety inspections, training, accident/injury investigations, and regulatory compliance.
- Promotes a high level of safety consciousness and loss prevention throughout the County. Plan, organize, coordinate and supervise the County's comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related activities to the Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- Travel is a requirement of this position; both in county (conducting Accident/Incident investigation; performing inspections of all county properties; conducting safety meetings) and out of county travel to Trindel Loss Prevention Specialist Meetings (at least three (3) yearly at various member county locations).
- May conduct studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information in order to make recommendations to the County Administrative Officer and the Board of Supervisors.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet Cal/OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.

DIRECTOR of RISK MANAGEMENT AND SAFETY - 3

EXAMPLES OF DUTIES – continued

- Directs staff involved in conducting safety inspections and preparing reports or recommendations for remediation; making recommendations for accident prevention, conducting and/or arranging for safety training, preparing written policies and compliance to state and federal safety regulations and attending departmental meetings
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and reports findings to the CAO and Board of Supervisors.
- Prepares various monthly, quarterly and annual reports as required.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are reported and paid correctly.
- Assist TPA and County Counsel with claims made against the County.
- Monitors, reviews and completes various annual insurance policy applications. Ensures County has adequate insurance coverage.
- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies, state, and federal laws.
- Assist Human Resources and County Departments with the Interactive Process (IAP) and the Return-to-Work (R2W) Process through all aspects of claims.
- Coordinates and assists with the calculation of various County charged insurance premiums.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may affect the County to the CAO and Board of Supervisors.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding. Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, are used in workplaces according to regulations.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures. Check that dangerous materials are stored correctly.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs., climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

DIRECTOR of RISK MANAGEMENT AND SAFETY -4

TYPICAL WORKING CONDITIONS

Work is performed in a variety of settings, such as, office environment, the community or County department setting; may work outdoors, continuous contact with staff, public and local and state agencies.

KNOWLEDGE OF

- Federal, state, county, local, Cal-OSHA, Department of Transportation (D.O.T.) and EPA requirements and industry standards and the ability to apply those requirements to highly variable and diverse work situations and environments. Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk Control, Risk Financing, HIPAA Compliance, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program including training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal/OSHA standards and California Labor Code).
- Cal/OSHA policy and procedures, citation and appeal processes, and Cal/OSHA Standards Board processes.
- Litigation process both workers' compensation and liability, including mediation. Methods and techniques of environmental sampling, analysis and modeling
- Industrial safety practices and applicable laws and regulations.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.

ABILITY TO

- Investigate and evaluate complex safety problems and issues. Research, compile, analyze and interpret complex technical, financial and other statistical data.
- Obtain collaboration and cooperation from top managers, staff, and to develop and maintain positive, professional, service oriented working relationships with all encountered in the course of work.
- Collect, interpret and evaluate data and develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.

DIRECTOR of RISK MANAGEMENT AND SAFETY - 5

ABILITY TO - continued

- Communicate effectively orally and in writing. Communicate complex information through oral and written presentations to senior managers, the Board of Directors, representatives of the media, and the public.
- Demonstrate computer proficiency with MS Office (Word, Excel, Outlook and PowerPoint) and computerized tracking systems and controls including Risk Management Information Systems.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyze insurance policy provisions to determine the existence and extend of liability
- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public. Maintain a calm professional demeanor under all working situations and conditions

EDUCATION AND EXPERIENCE

1. Bachelor's degree with major course work in Risk Management, Safety Engineering, Environmental Health and Safety, Occupational Health, Industrial Hygiene, Business or Public Administration, or a closely related field.
2. A Master's degree in a related field may be substituted for one (1) year of experience.
3. A minimum of five (5) years' recent position-related management level experience in the field of Environmental Health and Safety; with working knowledge of Workers' Compensation, Disability Management, and Risk Management required.
4. Experience with self-insured program; Excess Liability, Excess Workers' Comp, and Property.
5. Experience with Third Party Administrators (TPA's) including Workers' Comp and Liability, experience with Workers' Compensation Alternative Dispute Resolution (ADR) Programs, and experience with Workers Compensation Public Entity Liability Claims.

REQUIRED LICENSES / CERTIFICATIONS:

Certification as a Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH), or Associate Risk Management (ARM).

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Department Heads Pay Schedule

Exhibit A

HOURLY RATE

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
COUNTY ADMINISTRATOR	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16	\$95.72	\$100.51	\$105.53	\$110.81	\$116.35
DIRECTOR of RISK MGMT and SAFETY	\$ 45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81