

## **BOARD OF SUPERVISORS**

Michael Sanchez, 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, Chair 4<sup>th</sup> District  
Jeff Engel, Vice Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF APRIL 18, 2017 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**[www.countyofplumas.com](http://www.countyofplumas.com)**

### **AGENDA**

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT AGENDA:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## **STANDING ORDERS**

10:00 A.M. **CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

Brief announcements by, or brief reports on their activities by County Department Heads

## **ACTION AGENDA**

### **1. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

#### **A) PUBLIC HEALTH AGENCY**

Adopt **RESOLUTION** to accept Agreement #16-10853 from the California Department of Public Health, Office of AIDS for various HIV/AIDS services, and authorize the Director of Public Health to sign the Agreement

#### **B) SOCIAL SERVICES**

Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Benefits Assistance Counselor position

#### **C) SHERIFF**

- 1) Approve and authorize the Chair to sign annual amendments to the Cooperative Law Enforcement Agreement between County of Plumas and the U.S. Department of Agriculture, Forest Service, Lassen National Forest, Exhibit "A" of \$5,000 and Exhibit "B" Controlled Substance Annual Operating and Financial Plan – Plumas and Lassen National Forests of \$11,000; approved as to form by County Counsel
- 2) Adopt **RESOLUTION** authorizing the Sheriff to sign the FY 2017-2018 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating and Waterways Financial Aid Program

#### **D) BEHAVIORAL HEALTH**

Authorize Behavioral Health to recruit and fill vacant, funded and allocated 1.0 FTE Behavioral Health Unit Supervisor-Nursing; 1.0 FTE Behavioral Health Site Coordinator; 1.0 FTE Behavioral Health Therapist I/II; and 1.0 FTE Residential Care Facility Attendant positions

## 2. DEPARTMENTAL MATTERS

### A) CODE ENFORCEMENT – Jim Green

Earmark up to \$25,000 for supplemental budget transfers from the General Fund Contingency to Code Enforcement to fund abatement activity on a case-by-case basis; **four/fifths required roll call vote**

### B) BUILDING – Jim Green

Authorize the purchase of a 2016 Ford Escape vehicle from Quincy Auto Sales of \$23,726.59, and authorize the Building Director to sign all related documents, subject to approval by County Counsel

### C) PUBLIC WORKS – Robert Perreault

Approve and authorize the Chair to sign two maintenance agreements (Indian Valley CSD; and State Department of Transportation) and one electrical agreement (State Department of Transportation) associated with the Greenville State Route 89 Rehabilitation and Streetscape Project to address various streetscape improvements, lighting facilities and street lighting fair share costs with Caltrans; approved as to form by County Counsel; discussion and possible action

### D) BEHAVIORAL HEALTH – Robert Brunson

Adopt **RESOLUTION** to Amend the Plumas County Position Allocation for FY 2016-2017 within Behavioral Health Department 70570 (increasing 1.0 FTE Behavioral Health Administrative Assistant I/II); and authorize Behavioral Health to recruit and fill the position. **Roll call vote**

### E) HUMAN RESOURCES – Nancy Selvage

- 1) Adopt **RESOLUTION** to add new Job Classification for Assistant County Counsel Range 4370; amend Deputy County Counsel I, Range 3073; Deputy County Counsel II, Range 3228; Deputy County Counsel III, Range 3738; and amend Fiscal Year 2016/2017 Position Allocation for County Counsel Department 20080; and authorize Human Resources to recruit and fill same. **Roll call vote**
- 2) Adopt **RESOLUTION** Amend the Plumas County Job Classification Plan and Wage Ranges for Deputy District Attorney I, Range 3038; Deputy District Attorney II, Range 3190; Deputy District Attorney III, Range 3694; Assistant District Attorney, Range 4277; and Amend the FY 2016-2017 Position Allocation for District Attorney Department 70301. **Roll call vote**
- 3) Adopt **RESOLUTION** to Amend the Plumas County Job Classifications Plan and Wage Ranges for the Social Services Department 70590 as presented. **Roll call vote**

## 3. BOARD OF SUPERVISORS

- A. Plumas County Safety Communications Advisory Committee (PCSCAC): Status report by staff on the direction of the Committee, including consideration of "Request for Qualifications" draft dated April 10, 2017; discussion and possible action
- B. Discussion and possible action regarding the role of the Planning Commission
- C. Discussion and possible action regarding recruitment process for the Building Official position
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

#### **4. CLOSED SESSION**

##### **ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Public employee performance evaluation – Director of Public Works
- B. Public employee performance evaluation – Chief Probation Officer
- C. Public employee performance evaluation – County Counsel
- D. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – High Sierra Rural Alliance v. County of Plumas, Plumas Superior Court Case No. CV14-00009, Court of Appeal Third Appellate District Case No. C082315
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- G. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

##### **REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, May 2, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** January 25, 2017

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for April 21, 2017

**Item Description/Recommendation:** Approve the attached Resolution to accept Agreement #16-10853 from the California Department of Public Health, Office of AIDS for various HIV/AIDS services, and authorize the Director of Public Health to sign the Agreement.

**Background Information:** As the Board may recall, Plumas County Public Health Agency has had a contract with the State Department of Health Services, Office of AIDS for various HIV/AIDS related services and prevention activities for many years. The Standard Agreement includes a Memorandum of Understanding for each of the two HIV/AIDS Programs. The Programs include; HIV/AIDS Surveillance Program and the HIV Care Program. This agreement is for additional funds awarded to the HIV Care Program in the amount of \$54,000. The supplemental budget for these funds was approved by the Board of Supervisors on 3/14/17.

The term of the Standard Agreement is from November 30, 2016 through September 29, 2018 in the total amount of \$54,000.00.

Please contact me if you have any questions or need additional information. Thank you.

RESOLUTION NO. 17-\_\_\_\_\_

**A RESOLUTION TO APPROVE AND ACCEPT AGREEMENT NUMBER 16-10853 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING FOR VARIOUS HIV/AIDS PROGRAMS.**

**WHEREAS,** PCPHA will provide anonymous and confidential HIV Counseling and Testing services to individuals with perceived risk for HIV;

**WHEREAS,** PCPHA will provide HIV Care Program and to ensure the provision of the HIV care services;

**WHEREAS,** PCPHA will provide HIV/AIDS Case Surveillance activities to identify ongoing patterns of infection and to measure burden of disease;

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

1. Approve Standard Agreement Number 16-10853 from the California Department of Public Health, beginning November 30, 2016 through September 29, 2018 and in the amount of \$54,000.00.
2. Authorize the Director of Public Health to sign agreement and execute subsequent documents and amendments pertaining to Standard Agreement Number 16-10853.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 21<sup>st</sup> day of April 2017, by the following vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

\_\_\_\_\_  
Chair, Plumas County Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk, Plumas County Board of Supervisors



ELLIOTT SMART  
DIRECTOR


## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

(530) 283-6350  
Fax: (530) 283-6368

DATE: APRIL 4, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR APRIL 18, 2017, CONSENT AGENDA

RE: AUTHORIZE THE DEPARTMENT OF SOCIAL SERVICES TO FILL A  
VACANT BENEFITS ASSISTANCE COUNSELOR I/II/III AS SOON AS  
ADMINISTRATIVELY POSSIBLE

### **It is Recommended that the Board of Supervisors**

Authorize Department of Social Services to fill a vacant 1.00 FTE Benefits Assistance Counselor effective immediately.

### **Background and Discussion**

The Department of Social Services has experienced a vacancy in the class of Benefits Assistance Counselor I/II/III. This position became vacant March 31, 2017.

The Benefits Assistance Counselor is the position in the Department that performs eligibility determinations and ongoing case management for economic assistance programs such as CalFresh, Medi-Cal and county General Assistance. As your Board is aware, demands for these programs have been high due to the expansion of the Medicaid Program and due to the recessionary economy. While some of these elements have changed, it is the Department's expectation that our need for BAC's will remain in place for some time.

### **Financial Impact**

There is no financial impact to the County's General Fund as a result of taking this action because all funds to support this position come from federal, state and Realignment sources. The position is funded in the current year budget plan.

Copies: PCDSS Management Staff  
Ms. Nancy Selvage, Human Resources Director

Enclosures (3)

## **QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.**

### **Position: Benefits Assistance Counselor – Medi-Cal/CalFresh Program**

- Is there a legitimate business, statutory or financial justification to fill the position?

**Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Benefits Assistance Counselor performs eligibility determinations for these services**

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

**Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.**

- How long has the position been vacant?

**Answer: The position became vacant effective March 31, 2017.**

- Can the department use other wages until the budget is adopted?

**Answer: No.**

- What are staffing levels at other counties for similar departments and/or positions?

**Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.**

- What core function will be impacted without filling the position prior to July 1?

**Answer: We will not be able to process applications for Medi-Cal, CalFresh in accordance with the state requirements.**

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

**Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

**Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

**Answer: No.**

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

**Answer: No.**

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

**Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.**

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

**Position Classification:** Benefits Assistance Counselor (BAC) I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

**Funding Sources:** Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

**Special Considerations:** Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

**Reason for the Vacancy:** The reason for this vacancy is because the prior incumbent left county service.






GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

101

## Memorandum

**DATE:** April 6, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of April 18, 2017

### It is recommended that the Board:

Approve and sign the annual amendments to the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the U.S. Department of Agriculture, Forest Service, Lassen National Forest, Exhibit A - FY 2017 in the amount of \$5,000.00 and Exhibit B Controlled Substance Annual Operating and Financial Plan - Plumas and Lassen National Forests in the amount of \$11,000.

### Background and Discussion:

The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

Exhibits A & B will be in effect from October 1, 2016 through September 30, 2017. They are updated annually so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for law enforcement patrols and controlled substance operations on National Forest System lands. The USFS reimburses the Sheriff's Office for expenses related to law enforcement patrols and controlled substance operations performed under the agreement on National Forest System lands.

Agreements have been approved as to form by County Counsel.




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

102

## Memorandum

**DATE:** April 6, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of April 18, 2017

### It is recommended that the Board:

Adopt Resolution and authorize the Sheriff to sign the 2017-2018 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating & Waterways Financial Aid Program.

### Background and Discussion:

The Boating Safety and Enforcement Financial Aid Program provides funding for the Plumas County Sheriff's Boating Safety and Enforcement Unit to provide education and information on boating safety issues, supervise organized water events, provide assistance to water users, and enforce state and local laws on the waterways in Plumas County.

The funding awarded in the annual contract for BS&E program costs for fiscal year 17/18 is a baseline allocation of \$132,511.00. The program requires a county contribution of the estimated county boat tax revenue in the amount of \$21,577.30. The total BS&E program budget for FY 17/18 is \$154,088.30.

This agreement shall be for the term beginning July 1, 2017 and ending June 30, 2018.

Resolution and contract have been reviewed by County Counsel.



**PLUMAS COUNTY BOARD OF SUPERVISORS**  
**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** THE SHERIFF OF PLUMAS COUNTY DESIRES TO UNDERTAKE A CERTAIN PROJECT DESIGNATED "THE PLUMAS COUNTY SHERIFF'S BOATING SAFETY AND ENFORCEMENT PROGRAM" FOR FY 2017-2018, TO BE ADMINISTERED BY THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS.

**NOW, THEREFORE,** BE IT RESOLVED THAT THE SHERIFF OF THE COUNTY OF PLUMAS IS AUTHORIZED TO SIGN AND SUBMIT THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM CONTRACT ON BEHALF OF THE BOARD OF SUPERVISORS. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN THE ANNUAL ACTIVITY REPORT. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN ALL QUARTERLY CLAIMS FOR REIMBURSEMENT. THE GRANT PROPOSALS AND ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO, WILL BE APPROVED BY THE BOARD OF SUPERVISORS.

**IT IS AGREED,** THAT THE COUNTY OF PLUMAS SHALL COMPLY WITH THE FISCAL AND OPERATIONAL REQUIREMENTS OF THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM GUIDELINES.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF SUPERVISORS OF PLUMAS COUNTY IN A MEETING THEREOF HELD ON \_\_\_\_\_, 2017 BY THE FOLLOWING VOTE;

**AYES;**

**NOES;**

**ABSENT;**

**CHAIR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPED NAME AND TITLE:** \_\_\_\_\_ Lori Simpson, Chair

**ATTEST; SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPED NAME AND TITLE:** \_\_\_\_\_ Nancy DaForno, Clerk



### **Boating Safety and Enforcement Financial Aid Program Agreement**

This agreement entered into this *1<sup>ST</sup> day of July, 2017*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called "Department," and the **COUNTY OF PLUMAS**, hereinafter called "Agency";

#### **WITNESSETH**

**WHEREAS**, Contingent on approval of the **Fiscal Year 2017-2018** budget, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

**WHEREAS**, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this agreement and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

**WHEREAS**, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual agreement with each participating agency;

**NOW, THEREFORE**, it is mutually agreed as follows:

#### **I. Applicable Law**

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Agreement shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

#### **II. Description of Services**

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

#### **III. Payments**

A. Maximum Amount. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed **\$132,511.00** for the agreement term in full consideration of Agency's performance of the services described in this agreement.

B. Rate of Payment. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a \_\_\_ monthly **OR** X quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency's allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

#### **IV. Records**

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

#### **V. Notice**

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

***TO DEPARTMENT***

Ms. Joanna Andrade

Department of Parks and Recreation

Division of Boating and Waterways

One Capitol Mall, Suite 500

Sacramento, CA 95814

***TO AGENCY***

Plumas County Sheriff

1400 E. Main Street

Quincy, CA 95971

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

#### **VI. Term**

This agreement shall be for the term beginning **July 1, 2017**, and ending **June 30, 2018**.

#### **VII. Prior Agreements**

All prior agreements regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this agreement.

#### **VIII. Amendment**

No amendment or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

#### **IX. Termination**

Agency may terminate this agreement without cause in writing at any time. Department may terminate this agreement without cause upon a sixty (60) days written notice served upon the Agency.

**X. Special Provisions**

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CALIFORNIA DEPARTMENT OF PARKS AND  
RECREATION, DIVISION OF BOATING AND  
WATERWAYS

By: \_\_\_\_\_

*California Department of Parks and Recreation,  
Division of Boating and Waterways*

Date: \_\_\_\_\_

“Department”

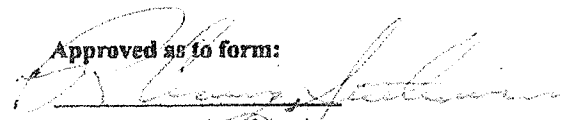
COUNTY OF PLUMAS

By: \_\_\_\_\_

Title: Sheriff

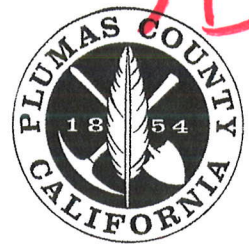
Date: \_\_\_\_\_

“Agency”

Approved as to form:  
  
**R. Craig Settemire**  
**Plumas County Counsel**

# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971  
(530) 283-6307 FAX (530) 283-6045



W. Robert Brunson, Director

DATE: April 18, 2017

TO: Honorable Board of Supervisors

FROM: W. Robert Brunson, Behavioral Health Director

*Shelly Evans for*

SUBJECT: Request for approval to recruit and fill fully funded vacant 1.0 FTE Behavioral Health Unit Supervisor - Nursing, 1.0 FTE Behavioral Health Site Coordinator, 1.0 FTE Behavioral Health Therapist I/II and 1.0 FTE Residential Care Facility Attendant positions.

## Recommendation

1. Approve the filling of the vacant, allocated position of 1.0 FTE Behavioral Health Unit Supervisor - Nursing within Department 70570, which is already allocated and funded in the 2016-2017 budget.
2. Approve the filling of the vacant, 1.0 FTE Behavioral Health Site Coordinator position that was allocated in Department 70571 (MHSA), which is already allocated and funded in the 2016-2017 budget.
3. Approve the filling of 1.0 FTE Behavioral Health Therapist I/II/III position that was allocated within Department 70570, which is already allocated and funded in 2016-2017 budget.
4. Approve the filling of 1.0 FTE Residential Care Facility Attendant position that was allocated within Department 70575, which is already allocated and funded in 2016-2017 budget.

## Background and Discussion

On March 31, 2017, the Behavioral Health Unit Supervisor - Nursing resigned. This position was approved in the Behavioral Health Department 2016-2017 budget. The Department is seeking Board approval to refill the 1.0 FTE Behavioral Health Unit Supervisor – Nursing vacant position.

The Behavioral Health Department is requesting approval to fill the 1.0 FTE Behavioral Health Site Coordinator position which became vacant due to resignation on April 7, 2017. This position is located at the Chester Wellness Center.

The Behavioral Health Department is requesting approval to fill the 1.0 FTE Behavioral Health Therapist I/II position which became vacant due to resignation on April 7, 2017.

The Behavioral Health Department is requesting approval to fill the 1.0 FTE Residential Care Facility Attendant position which became vacant due to termination on March 27, 2017. This position is located at the Sierra House.

All positions would be filled without the use of any additional General Fund monies.

It would respectfully be recommended that the Board of Supervisors approve the various positions outlined in this letter.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Behavioral Health Unit Supervisor - Nursing position is a legitimate business need.
- Why is it critical that this position be filled at this time? The department is required and mandated to have a Behavioral Health Unit Supervisor – Nursing to maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring services are provided according to County, State and department regulations and policies.
- How long has the position been vacant? As of March 31, 2017.
- Can the department use other wages until the next budget cycle? Other wages are not an option for the Behavioral Health Unit Supervisor - Nursing position. The job requires a specific degree, licensing and experience. A permanent employee in this position is important to provide supervision to other nursing staff and meeting essential medical needs.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health's Unit Supervisor – Nursing position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Meeting essential medical needs to clients of the Behavioral Health Department, Drop-In Center and Sierra House would be negatively impacted without this position.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Behavioral Health does not expect unbudgeted audit exceptions.

- Does the budget reduction plan anticipate the elimination of any of the requested positions? Behavioral Health is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There are no General Fund dollars involved in this matter. Any costs associated with this position are covered by Mental Health funds.
- Does the department have a reserve? Yes If yes, provide the activity of the department's reserve account for the last three years? The department does have a reserve and the balance fluctuates depending upon a number of factors including whether the State receives the base amount of collection for each budget year.



## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING**

### **DEFINITION**

Under general direction of the Behavioral Health Director, to direct the activities of the County's Behavioral Health Nursing Program Division, including personnel management, program planning and evaluation. Plan, organize, schedule, assign and supervise the work of Mental Health nursing staff, and other mental health support staff to this division; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a licensed single-position class, which oversees and directs the functions and activities of the Behavioral Health nursing division. Responsibilities include planning, organizing, directing, directly providing and supervising other nursing staff in providing and meeting essential medical duties to clients of the Behavioral Health Department, Drop-In Center and Sierra House.

### **REPORTS TO**

Psychiatrist/Medical Director, Behavioral Health Director or Deputy Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Psychiatric Nurse I/II; Psychiatric Technician, Physician Assistant, Registered Nurse I/II, Licensed Vocational Nurse I/II, and other staff as assigned.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 2**

### **EXAMPLES OF DUTIES**

- Plans, schedules, assigns, evaluates and directs the functions of the Behavioral Health Nursing Division.
- Administers the programs and the work of professional nursing staff and other behavioral health support staff.
- Provides direction and oversight of Behavioral Health nursing programs and activities to clients, including the provision of direct services to clients.
- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the Behavioral Health nursing services function.
- Maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State and department regulations and policies.
- Advises staff on the interpretation and application of agency policies and applicable State and Federal health laws and regulations.
- Develops programs and budgets for Behavioral Health Program needs.
- Develops information concerning community behavioral health needs, including the collection and interpretation of statistical data.
- Evaluates the effectiveness of current health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work, including MHSA programs.
- Assists with grant development, administration, and compliance.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Prepares reports and correspondence relating to the nursing division.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Collaborates with Primary Care Practitioners and Substance Use Disorder Providers in an effort to utilize and implement integrated healthcare models.
- Facilitates all aspects of the delivery of Tele-Psychiatry and other telehealth services.
- Participates in quality improvement activities as directed.
- Understands and implements the principals of the Wellness and Recovery Model at various sites, including Wellness Centers and clinics and with Behavioral Health staff.
- Collaborates and works with other Behavioral Health Division Directors and other staff, consultants, and partners as assigned.
- Provides for methods to properly store, dispense, and manage medications and oversees other staff members in such matters.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office, clinic environment or at Board and Care Facility; exposure to communicable disease; continuous contact with staff and public; provides services at various physical sites across the county as needed.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and mental health nursing, including psychotropic medications and side effects.
- Community mental health problems and issues and their relationship to the development and operations of programs and services to meet these needs.
- Federal, State, and County laws and regulations applicable to health programs.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved with providing services in a mental health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

#### **Ability to:**

- Plan, organize, supervise, and administer the functions and services of the Behavioral Health Nursing Program Division of the Plumas County Behavioral Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 4**

### **Ability to – continued:**

- Be responsible for the development, maintenance, and preparation of health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, other government agencies, and other health care providers.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations, other government agencies, and primary care providers.
- Use computers and Electronic Health Records systems and software.

### **TRAINING AND EXPERIENCE**

Required qualifications for this position:

Five (5) years of professional experience in public or private health setting as a Registered Nurse; and two (2) years in an administrative or supervisory capacity.

A Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California, or an equivalent combination of education, experience, and licensure as a Registered Nurse.

Completion of a Master of Nursing Degree or a master's degree in a related health field from an accredited program is desirable.

### **SPECIAL REQUIREMENTS**

Possession and maintenance of a valid license as a Registered Nurse in California and remain active with all annual licensing 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 Driver's 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.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Behavioral Health Site Coordinator position is a legitimate business need.
- Why is it critical that this position be filled at this time? The department is soon to open all Wellness Centers throughout the County. The Behavioral Health Site Coordinator is a vital part as operations coordinator at each location interacting with outside vendors, agencies and internal professional staff to accomplish that goal.
- How long has the position been vacant? As of April 7, 2017.
- Can the department use other wages until the next budget cycle? Other wages are not an option for the Behavioral Health Site Coordinator position. The job requires specific experience and direct patient or client contact. A permanent employee in this position is important to provide supervision, continuity, oversight and essential needs of the Wellness Center.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health's Site Coordinator position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Meeting essential needs to clients of the Behavioral Health Department would be negatively impacted without this position.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Behavioral Health does not expect unbudgeted audit exceptions.

## **BEHAVIORAL HEALTH SITE COORDINATOR**

### **DEFINITION**

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the "face" of the agency to clients and the general public in Plumas County's outlying areas.

### **REPORTS TO**

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

### **EXAMPLES OF DUTIES:**

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department's office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

## **BEHAVIORAL HEALTH SITE COORDINATOR – 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

#### **Ability to:**

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

## **BEHAVIORAL HEALTH SITE COORDINATOR – 3**

### **TRAINING AND EXPERIENCE**

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

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

### **SPECIAL REQUIREMENTS**

Must possess 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.



## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Behavioral Health Therapist I/II position is a legitimate business need.
- Why is it critical that this position be filled at this time? The department is required and mandated to have a Behavioral Health Therapist I/II to provide integrated mental health or drug and alcohol counseling and treatment to individuals with qualifying conditions. They are assigned a full range of therapeutic support duties for assigned clients.
- How long has the position been vacant? As of April 7, 2017
- Can the department use other wages until the next budget cycle? Other wages are not an option for the Behavioral Health Therapist I/II. The job requires a specific degree, licensing and experience. A permanent employee in this position is necessary due to the candidate having obtained either a Marriage Family Therapist License or is a Licensed Clinical Social Worker through the California Board of Behavioral Science.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health's Therapist I/II position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Meeting essential therapeutic needs to clients of the Behavioral Health Department, Drop-In Center, and Sierra House would be negatively impacted without this position.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Behavioral Health does not expect unbudgeted audit exceptions.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Behavioral Health is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There are no General Fund dollars involved in this matter. Any costs associated with this position are covered by Mental Health funds.
- Does the department have a reserve? Yes If yes, provide the activity of the department's reserve account for the last three years? The department does have a reserve and the balance fluctuates depending upon a number of factors including whether the State receives the base amount of collection for each budget year.

## **BEHAVIORAL HEALTH THERAPIST I**

### **DEFINITION**

Under supervision of a licensed clinical supervisor, to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an intern position in the Behavioral Health Therapist series, for therapists who have a Master's Degree in Social Work or Counseling Psychology and are registered with the California Board of Behavioral Sciences. Candidate must be working on accumulating supervised hours toward becoming a Licensed Marriage Family Therapist, Licensed Clinical Social Worker or a Licensed Professional Clinical Counselor. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH THERAPIST I - 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **BEHAVIORAL HEALTH THERAPIST I - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.

## **BEHAVIORAL HEALTH THERAPIST I - 4**

### **Ability to - continued**

- Establish and maintain effective working relationships with staff, other agencies, and the public.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

Possession of a Master's Degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, Psychology, or Counseling.

### **SPECIAL REQUIREMENTS**

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for licensure as either a Licensed Clinical Social Worker (LCSW), a Licensed Marriage Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) in the state of California as established by the Board of Behavioral Science Examiners. Must obtain licensure as an MFT, LCSW or LPCC in the state of California within five (5) years of the effective date of employment. Employees failing to obtain licensure as required will be terminated or demoted to an appropriate lower position in which they meet the minimum requirements within the Behavioral Health Department, if one is available.

Registration with an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California preferred. Requires possession of a valid State of California certification as an AOD Counselor within five years of date of hire. Plumas County Behavioral Health will support employees efforts by providing training or paying for education toward AOD certification.

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 Driver's 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.

## **BEHAVIORAL HEALTH THERAPIST II**

### **DEFINITION**

Under supervision of a Behavioral Health Unit Supervisor, to provide integrated mental health or alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully licensed position in the Behavioral Health Therapist series, candidate having obtained either a Marriage Family Therapist License or is a Licensed Clinical Social Worker through the California Board of Behavioral Science. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH THERAPIST II – 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the Department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.



## **BEHAVIORAL HEALTH THERAPIST II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

## **BEHAVIORAL HEALTH THERAPIST II – 4**

### **Training and Experience:**

Qualifications required for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

**Special Requirements:** Possession of a license, as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

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 Driver's 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

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Residential Care Facility Attendant position is a legitimate business need.
- Why is it critical that this position be filled at this time? To provide much needed client services and supervision for the residents at the Sierra House.
- How long has the position been vacant? As of March 27, 2017.
- Can the department use other wages until the next budget cycle? Other wages are used as an option. Although, the job requires specific experience and direct client contact. A permanent employee in this position is important to provide supervision and oversight of the essential needs of the residents at the Sierra House.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health's Residential Care Facility Attendant position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Meeting essential needs to clients of the Sierra House would be negatively impacted without this position.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Behavioral Health does not expect unbudgeted audit exceptions.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Behavioral Health is not requesting elimination of any positions.

## **RESIDENTIAL CARE FACILITY ATTENDANT**

### **DEFINITION**

Under general supervision, to provide client supervision and assistance for residents of Sierra House; to facilitate social skills development and socialization; to support in developing personal hygiene and activities of daily living (ADL'S); to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level class for the provision of a variety of basic support services for clients residing at the Sierra House. This position does not require licensing as a clinician, but applicant must pass finger printing and background checks.

### **REPORTS TO**

Residential Care Facility Supervisor and/or Residential Care Facility/Drop-In Center Continuing Care Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **RESIDENTIAL CARE FACILITY ATTENDANT - 2**

### **EXAMPLES OF DUTIES**

- Works in coordination with professional Mental Health and Behavioral Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Continuing Care Coordinator if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for clients.
- May have responsibility for development and implementation of a specific therapeutic activity.
- May develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of mental health program support assignments.
- Develops and coordinates shift schedules.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- May prepare and/or cook food for residents.
- And other related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range, and verbal and written communication, use of office equipment including computers, telephones, calculators, copiers, and FAX machines.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

## **RESIDENTIAL CARE FACILITY ATTENDANT - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of principles and trends of providing mental health services to clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of clients with mental illness.
- Recreational activities.
- Scope and availability of community and mental health and behavioral health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

#### **Ability to:**

- Perform a variety of client facilitation and support services.
- Develop and maintain the confidence and cooperation of clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client treatment plans.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records.

## **RESIDENTIAL CARE FACILITY ATTENDANT - 4**

### **TRAINING AND EXPERIENCE**

Qualifications needed for this position:

Six (6) months experience with direct patient or clients contact work in the health care or human service related fields.

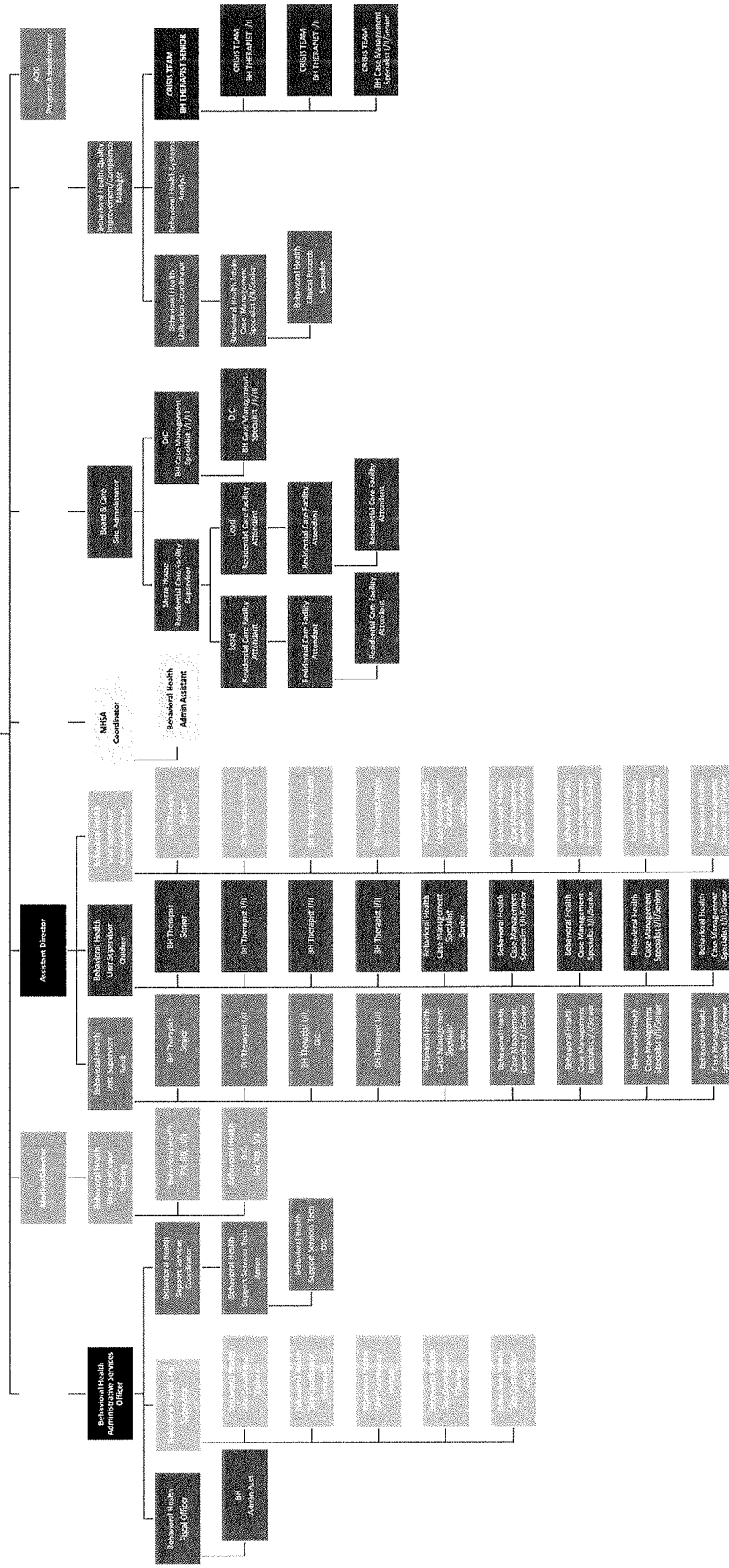
### **SPECIAL REQUIREMENTS**

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

CPR certification, First Aid training, and ServeSafe certification are required.

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





## PLUMAS COUNTY PLANNING & BUILDING SERVICES


555 Main Street  
Quincy, CA 95971-9143  
(530) 283-7011

[www.plumascounty.us](http://www.plumascounty.us)



April 10, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Jim Green, Director of Building Services 

**SUBJECT:** Agenda request for April 18, 2017; **RE:** Earmark up to \$25,000 total for Supplemental Budget transfers from General Fund Contingencies to Code Enforcement to fund abatement activity on a case-by-case basis.

### Recommended Action

Approve supplemental budget transfers not to exceed \$25,000 total from General Fund Contingencies to Code Enforcement - Abatement Professional Services (Account 521909) on an a case-by-case basis.

### Background

On December 13, 2016, the Board of Supervisors approved a budget transfer of \$15,000 from General Fund Contingencies to Code Enforcement – Abatement Professional Services to fund disposal costs of on-going abatement cases throughout the county. About half of the \$15,000 was transferred to the Vehicle Abatement Professional Services line item to cover an invoice for vehicle abatement.

There is a need for up to an additional \$25,000 to fund the Abatement Professional Services line item through the end of the fiscal year. These funds are only utilized after all voluntary cleanup efforts are exhausted and as a last resort. In a prior session, the Board of Supervisors asked that this line item be addressed once a Code Enforcement Officer was on board and actively engaged in abatement and cleanup activities. The budget transfers from the earmarked funds will occur on an as-needed basis as work is completed.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) See attached memo.

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority: \_\_\_\_\_

☒ Approved/ Recommended

*- Earmark up to \$25,000 of Contingency funds*  
Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

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April 10, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Jim Green, Director of Building Services 

**SUBJECT:** Board agenda item for April 18, 2017

**RE:** Authorization to purchase a 2016 Ford Escape vehicle from Quincy Auto Sales in the amount of \$23,726.59 and authorize the Director of Building Services to sign all related documents.

**It is recommended that the Board of Supervisors**

Approve and authorize the Director of Building Services to sign all documents related to the purchase of a 2016 Ford Escape from Quincy Auto Sales at a price not to exceed \$23,726.59.

**Background and Discussion**

The Building Department has one vehicle approved in the current year's budget. The department solicited bids for one vehicle according to the County of Plumas solicitation instructions. The lowest bidder was Quincy Auto Sales.

**Financial Impact**

The approved 2016/17 budget for one vehicle is \$25,000. One used Ford Escape with 30,226 miles was located and the bid received is \$23,726.59. The vehicle is under factory warranty.

## Wightman, Heidi

---

**From:** Settlemyre, Craig  
**Sent:** Friday, April 07, 2017 12:31 PM  
**To:** Wightman, Heidi  
**Cc:** Snyder, Mari  
**Subject:** Contract with Quincy Auto Co. for purchase of 2016 Ford Escort [#17-151]

Heidi:

The above-referenced contract has been "approved as to form." Because there is not sufficient room on the form for me to sign, please keep a copy of this e-mail to show review by County Counsel.

Thanks,

R. Craig Settlemyre  
Plumas County Counsel  
520 Main Street, Room 302  
Quincy, CA 95971-9115

Phone: (530) 283-6240  
Fax: (530) 283-6116

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## RETAIL INSTALLMENT SALE CONTRACT – SIMPLE FINANCE CHARGE

Dealer Number 42828 Contract Number N-P R.O.S. Number 61896810 Stock Number P1669

Buyer Name and Address  
(Including County and Zip Code)  
**PLUMAS COUNTY PLANNING  
& BUILDING SERVICES**  
**555 MAIN ST.**  
**QUINCY, CA 95971**

Co-Buyer Name and Address  
(Including County and Zip Code)  
**530-283-7011**

Seller-Creditor (Name and Address)  
**QUINCY AUTO CO.**  
**P.O. BOX 1936**  
**QUINCY, CA 95971**  
**530-283-2277**

You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements on the front and back of this contract. You agree to pay the Seller - Creditor (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge in U.S. funds according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-In-Lending Disclosures below are part of this contract.

New Used	Year	Make and Model	Odometer	Vehicle Identification Number	Primary Use For Which Purchased
<u>U</u>	<u>2016</u>	<u>FORD ESCAPE</u>	<u>30226</u>	<u>1FMCU9G9XG4C63251</u>	Personal, family or household unless otherwise indicated below. <input type="checkbox"/> business or commercial

## FEDERAL TRUTH-IN-LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.	Total Sale Price The total cost of your purchase on credit, including your down payment of
<u>N/A</u> %	<u>N/A</u> (e)	<u>\$ 23726.59</u>	<u>\$ 23726.59</u> (e)	<u>\$ 23726.59</u> (e)

(e) means an estimate

## YOUR PAYMENT SCHEDULE WILL BE:

Number of Payments:	Amount of Payments:	When Payments Are Due:
One Payment of		
One Payment of		
One Payment of		
		Monthly beginning
One final payment	<u>23726.59</u>	

**Late Charge.** If payment is not received in full within 10 days after it is due, you will pay a late charge of 5% of the part of the payment that is late.

**Prepayment.** If you pay off all your debt early, you may be charged a minimum finance charge.

**Security Interest.** You are giving a security interest in the vehicle being purchased.

**Additional Information:** See this contract for more information including information about nonpayment, default, any required repayment in full before the scheduled date, minimum finance charges, and security interest.

## ITEMIZATION OF THE AMOUNT FINANCED (Seller may keep part of the amounts paid to others.)

## 1. Total Cash Price

## A. Cash Price of Motor Vehicle and Accessories

\$ 22000.00 (A)

## 1. Cash Price Vehicle

\$ 22000.00

## 2. Cash Price Accessories

\$ N/A

## 3. Other (Nontaxable)

Describe N/A \$ N/ADescribe N/A \$ N/A

## B. Document Processing Charge (not a governmental fee)

\$ 65.00 (B)

## C. Emissions Testing Charge (not a governmental fee)

\$ 50.00 (C)

## D. (Optional) Theft Deterrent Device (to whom paid)

\$ N/A (D)

## E. (Optional) Theft Deterrent Device (to whom paid)

\$ N/A (E)

## F. (Optional) Theft Deterrent Device (to whom paid)

\$ N/A (F)

## G. (Optional) Surface Protection Product (to whom paid)

\$ N/A (G)

## H. (Optional) Surface Protection Product (to whom paid)

\$ N/A (H)

## I. EV Charging Station (to whom paid)

\$ N/A (I)

## STATEMENT OF INSURANCE

NOTICE. No person is required as a condition of financing the purchase of a motor vehicle to purchase or negotiate any insurance through a particular insurance company, agent or broker. You are not required to buy any other insurance to obtain credit. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

## Vehicle Insurance

	Term	Premium
\$ <u>N/A</u> Ded. Comp., Fire & Theft	___ Mos.	\$ <u>N/A</u>
\$ <u>N/A</u> Ded. Collision	___ Mos.	\$ <u>N/A</u>
Bodily Injury \$ <u>N/A</u> Limits	___ Mos.	\$ <u>N/A</u>
Property Damage \$ <u>N/A</u> Limits	___ Mos.	\$ <u>N/A</u>
Medical	___ Mos.	\$ <u>N/A</u>
Total Vehicle Insurance Premiums		\$ <u>N/A</u> (a)

UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

You may buy the physical damage insurance this contract requires (see back) from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit.

Buyer XCo-Buyer X N/ASeller X

If any insurance is checked below, policies or certificates from the named insurance companies will describe the terms and conditions.

## Application for Optional Credit Insurance

☐ Credit Life: ☐ Buyer ☐ Co-Buyer ☐ Both

☐ Credit Disability (Buyer Only)

	Term	Exp.	Premium
Credit Life	___ Mos.		\$ <u>N/A</u>
Credit Disability	___ Mos.		\$ <u>N/A</u>
Total Credit Insurance Premiums			\$ <u>N/A</u> (b)

Insurance Company Name N/AHome Office Address N/A

Credit life insurance and credit disability insurance are not required to obtain credit. Your decision to buy or not buy credit life and credit disability insurance will not be a factor in the credit approval process. They will not be provided unless you sign and agree to pay the extra cost. Credit life insurance is based on your original payment schedule. This insurance may not pay all you owe on this contract if you make late payments. Credit disability insurance does not cover any increase in your payment or in the number of payments. Coverage for credit life insurance and credit disability insurance ends on the original due date for the last payment unless a different term for the insurance is shown above.

Surface Protection Product (to whom paid) \$ N/A (G)  
Surface Protection Product (to whom paid) \$ N/A (H)  
Charging Station (to whom paid) \$ N/A (I)  
J. Sales Tax (on taxable items in A through I) \$ 1603.34 (J)  
K. Electronic Vehicle Registration or Transfer Charge (not a governmental fee) (to whom paid) \$ N/A (K)  
L. (Optional) Service Contract (to whom paid) \$ N/A (L)  
M. (Optional) Service Contract (to whom paid) \$ N/A (M)  
N. (Optional) Service Contract (to whom paid) \$ N/A (N)  
O. (Optional) Service Contract (to whom paid) \$ N/A (O)  
P. (Optional) Service Contract (to whom paid) \$ N/A (P)  
Q. Prior Credit or Lease Balance paid by Seller to (e) \$ N/A (Q)  
(see downpayment and trade-in calculation)  
R. (Optional) Gap Contract (to whom paid) \$ N/A (R)  
S. (Optional) Used Vehicle Contract Cancellation Option Agreement \$ N/A (S)  
T. Other (to whom paid) \$ N/A (T)  
For \$ N/A (T)  
Total Cash Price (A through T) \$ 23718.34 (1)  
2. Amounts Paid to Public Officials  
A. Vehicle License Fees \$ N/A (A)  
B. Registration/Transfer/Titling Fees \$ N/A (B)  
C. California Tire Fees \$ N/A (C)  
D. Other \$ N/A (D)  
Total Official Fees (A through D) \$ N/A (2)  
3. Amount Paid to Insurance Companies  
(Total premiums from Statement of Insurance column a + b) \$ N/A (3)  
4. State Emissions Certification Fee or State Emissions Exemption Fee \$ 8.25 (4)  
5. Subtotal (1 through 4) \$ 23726.59 (5)  
6. Total Downpayment  
A. Agreed Trade-In Value Yr Make Model Odom VIN \$ N/A (A)  
B. Less Prior Credit or Lease Balance (e) \$ N/A (B)  
C. Net Trade-In (A less B) (indicate if a negative number) \$ N/A (C)  
D. Deferred Downpayment \$ N/A (D)  
E. Manufacturer's Rebate \$ N/A (E)  
F. Other \$ N/A (F)  
G. Cash \$ N/A (G)  
Total Downpayment (C through G) \$ N/A (6)  
(If negative, enter zero on line 6 and enter the amount less than zero as a positive number on line 1Q above)  
7. Amount Financed (5 less 6) \$ 23726.59 (7)

Credit disability insurance does not cover any increase in your payment or in the number of payments. Coverage for credit life insurance and credit disability insurance ends on the original due date for the last payment unless a different term for the insurance is shown above.

You are applying for the credit insurance marked above. Your signature below means that you agree that: (1) You are not eligible for insurance if you have reached your 65th birthday. (2) You are eligible for disability insurance only if you are working for wages or profit 30 hours a week or more on the Effective Date. (3) Only the Primary Buyer is eligible for disability insurance. **DISABILITY INSURANCE MAY NOT COVER CONDITIONS FOR WHICH YOU HAVE SEEN A DOCTOR OR CHIROPRACTOR IN THE LAST 6 MONTHS** (Refer to "Total Disabilities Not Covered" in your policy for details).  
You want to buy the credit insurance.

X N/A.  
Date Buyer Signature Age  
X N/A.  
Date Co-Buyer Signature Age

**OPTIONAL GAP CONTRACT** A gap contract (debt cancellation contract) is not required to obtain credit and will not be provided unless you sign below and agree to pay the extra charge. If you choose to buy a gap contract, the charge is shown in item 1R of the Itemization of Amount Financed. See your gap contract for details on the terms and conditions it provides. It is a part of this contract.

Term N/A Mos. N/A  
Name of Gap Contract

I want to buy a gap contract.  
Buyer Signs X N/A.

**OPTIONAL SERVICE CONTRACT(S)** You want to purchase the service contract(s) written with the following company(ies) for the term(s) shown below for the charge(s) shown in item 1L, 1M, 1N, 1O, and/or 1P.

1L Company N/A  
Term N/A Mos. or N/A Miles  
1M Company  
Term Mos. or Miles  
1N Company  
Term Mos. or Miles  
1O Company  
Term Mos. or Miles  
1P Company  
Term N/A Mos. or N/A Miles  
Buyer X N/A N/A.

**SELLER ASSISTED LOAN**  
BUYER MAY BE REQUIRED TO PLEDGE SECURITY FOR THE LOAN, AND WILL BE OBLIGATED FOR THE INSTALLMENT PAYMENTS ON BOTH THIS RETAIL INSTALLMENT SALE CONTRACT AND THE LOAN.

Proceeds of Loan From: -  
Amount \$ Finance Charge \$ N/A  
Total \$ Payable in N/A  
installments of \$ N/A - \$ N/A  
from this Loan is shown in item 6D.

**AUTO BROKER FEE DISCLOSURE**  
If this contract reflects the retail sale of a new motor vehicle, the sale is not subject to a fee received by an autobroker from us unless the following box is checked:

☐ Name of autobroker receiving fee, if applicable:  
N/A.

**HOW THIS CONTRACT CAN BE CHANGED.** This contract contains the entire agreement between you and us relating to this contract. Any change to the contract must be in writing and both you and we must sign it. No oral changes are binding.

Buyer Signs X  
Co-Buyer Signs X

**SELLER'S RIGHT TO CANCEL** If Buyer and Co-Buyer sign here, the provisions of the Seller's Right to Cancel section on the back giving the Seller the right to cancel if Seller is unable to assign this contract to a financial institution will apply.

X N/A. X N/A.  
Buyer Co-Buyer

**OPTION:** ☐ You pay no finance charge if the Amount Financed, item 7, is paid in full on or before N/A, Year N/A. SELLER'S INITIALS N/A.

THE MINIMUM PUBLIC LIABILITY INSURANCE LIMITS PROVIDED IN LAW MUST BE MET BY EVERY PERSON WHO PURCHASES A VEHICLE. IF YOU ARE UNSURE WHETHER OR NOT YOUR CURRENT INSURANCE POLICY WILL COVER YOUR NEWLY ACQUIRED VEHICLE IN THE EVENT OF AN ACCIDENT, YOU SHOULD CONTACT YOUR INSURANCE AGENT.  
**WARNING:**  
YOUR PRESENT POLICY MAY NOT COVER COLLISION DAMAGE OR MAY NOT PROVIDE FOR FULL REPLACEMENT COSTS FOR THE VEHICLE BEING PURCHASED. IF YOU DO NOT HAVE FULL COVERAGE, SUPPLEMENTAL COVERAGE FOR COLLISION DAMAGE MAY BE AVAILABLE TO YOU THROUGH YOUR INSURANCE AGENT OR THROUGH THE SELLING



IF YOU, AS BUYER, AND CO-BUYER SIGN HERE, THE PROVISIONS OF THE SELLER'S RIGHT TO CANCEL SECTION ON THE BACK GIVING THE SELLER THE RIGHT TO CANCEL IF SELLER IS UNABLE TO  
a financial institution will apply.

N/A

X

Co-Buyer

N/A

OPTION: ☐ You pay no finance charge if the Amount Financed, item 7, is paid in full on or before N/A, Year N/A. SELLER'S INITIALS N/A.

THE MINIMUM PUBLIC LIABILITY INSURANCE LIMITS PROVIDED IN LAW MUST BE MET BY EVERY PERSON WHO PURCHASES A VEHICLE. IF YOU ARE UNSURE WHETHER OR NOT YOUR CURRENT INSURANCE POLICY WILL COVER YOUR NEWLY ACQUIRED VEHICLE IN THE EVENT OF AN ACCIDENT, YOU SHOULD CONTACT YOUR INSURANCE AGENT.

**WARNING:**

YOUR PRESENT POLICY MAY NOT COVER COLLISION DAMAGE OR MAY NOT PROVIDE FOR FULL REPLACEMENT COSTS FOR THE VEHICLE BEING PURCHASED. IF YOU DO NOT HAVE FULL COVERAGE, SUPPLEMENTAL COVERAGE FOR COLLISION DAMAGE MAY BE AVAILABLE TO YOU THROUGH YOUR INSURANCE AGENT OR THROUGH THE SELLING DEALER. HOWEVER, UNLESS OTHERWISE SPECIFIED, THE COVERAGE YOU OBTAIN THROUGH THE DEALER PROTECTS ONLY THE DEALER, USUALLY UP TO THE AMOUNT OF THE UNPAID BALANCE REMAINING AFTER THE VEHICLE HAS BEEN REPOSSESSED AND SOLD.

FOR ADVICE ON FULL COVERAGE THAT WILL PROTECT YOU IN THE EVENT OF LOSS OR DAMAGE TO YOUR VEHICLE, YOU SHOULD CONTACT YOUR INSURANCE AGENT.

THE BUYER SHALL SIGN TO ACKNOWLEDGE THAT HE/SHE UNDERSTANDS THESE PUBLIC LIABILITY TERMS AND CONDITIONS.

S/S X

X

**Trade-In Payoff Agreement:** Seller relied on information from you and/or the lienholder or lessor of your trade-in vehicle to arrive at the payoff amount shown in item 6B of the Itemization of Amount Financed as the "Prior Credit or Lease Balance." You understand that the amount quoted is an estimate.

Seller agrees to pay the payoff amount shown in 6B to the lienholder or lessor of the trade-in vehicle, or its designee. If the actual payoff amount is more than the amount shown in 6B, you must pay the Seller the excess on demand. If the actual payoff amount is less than the amount shown in 6B, Seller will refund to you any overage Seller receives from your prior lienholder or lessor. Except as stated in the "NOTICE" on the back of this contract, any assignee of this contract will not be obligated to pay the Prior Credit or Lease Balance shown in 6B or any refund.

Buyer Signature X

N/A

Co-Buyer Signature X

N/A

**Notice to buyer:** (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) You can prepay the full amount due under this agreement at any time. (4) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

If you have a complaint concerning this sale, you should try to resolve it with the seller.

Complaints concerning unfair or deceptive practices or methods by the seller may be referred to the city attorney, the district attorney, or an investigator for the Department of Motor Vehicles, or any combination thereof.

After this contract is signed, the seller may not change the financing or payment terms unless you agree in writing to the change. You do not have to agree to any change, and it is an unfair or deceptive practice for the seller to make a unilateral change.

Buyer Signature X

Co-Buyer Signature X

**The Annual Percentage Rate may be negotiable with the Seller. The Seller may assign this contract and retain its right to receive a part of the Finance Charge.**

**THERE IS NO COOLING-OFF PERIOD UNLESS YOU OBTAIN A CONTRACT CANCELLATION OPTION**

California law does not provide for a "cooling-off" or other cancellation period for vehicle sales. Therefore, you cannot later cancel this contract simply because you change your mind, decide the vehicle costs too much, or wish you had acquired a different vehicle. After you sign below, you may only cancel this contract with the agreement of the seller or for legal cause, such as fraud. However, California law does require a seller to offer a two-day contract cancellation option on used vehicles with a purchase price of less than forty thousand dollars (\$40,000), subject to certain statutory conditions. This contract cancellation option requirement does not apply to the sale of a recreational vehicle, a motorcycle, or an off-highway motor vehicle subject to identification under California law. See the vehicle contract cancellation option agreement for details.

YOU AGREE TO THE TERMS OF THIS CONTRACT. YOU CONFIRM THAT BEFORE YOU SIGNED THIS CONTRACT, WE GAVE IT TO YOU, AND YOU WERE FREE TO TAKE IT AND REVIEW IT. YOU CONFIRM THAT YOU RECEIVED A COMPLETELY FILLED-IN COPY WHEN YOU SIGNED IT.

Buyer Signature X

Date

Co-Buyer Signature X

Date

Co-Buyers and Other Owners — A co-buyer is a person who is responsible for paying the entire debt. An other owner is a person whose name is on the title to the vehicle but does not have to pay the debt. The other owner agrees to the security interest in the vehicle given to us in this contract.

Other Owner Signature X

Address

**GUARANTY:** To induce us to sell the vehicle to Buyer, each person who signs as a Guarantor individually guarantees the payment of this contract. If Buyer fails to pay any money owing on this contract, each Guarantor must pay it when asked. Each Guarantor will be liable for the total amount owing even if other persons also sign as Guarantor, and even if Buyer has a complete defense to Guarantor's demand for reimbursement. Each Guarantor agrees to be liable even if we do one or more of the following: (1) give the Buyer more time to pay one or more payments; (2) give a full or partial release to any other Guarantor; (3) release any security; (4) accept less from the Buyer than the total amount owing; or (5) otherwise reach a settlement relating to this contract or extend the contract. Each Guarantor acknowledges receipt of a completed copy of this contract and guaranty at the time of signing.

Guarantor waives notice of acceptance of this Guaranty, notice of the Buyer's non-payment, non-performance, and default; and notices of the amount owing at any time, and of any demands upon the Buyer.

Guarantor X

Date

Guarantor X

Date

Address

Address

Seller Signs

QUINCY AUTO CO.

Date

By X

[Signature]

Title OWNER



FORM NO. 553-CA (REV. 7/13) U.S. PATENT NO. D460,792  
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THE PRINTER MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO CONTENT OR  
FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.

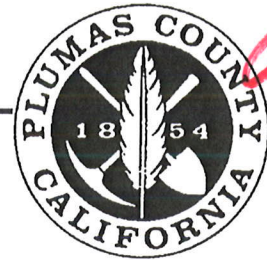
ORIGINAL LIENHOLDER

you in these and other ways at any address or telephone messages, and automatic telephone dialing systems, the law allows. You also agree that we may try to contact

without our written permission. You agree not to expose the vehicle to misuse, seizure, confiscation, or involuntary transfer. If we pay any repair bills, storage

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323  
Robert A. Perreault Jr., Director Joe Blackwell, Deputy Director




## AGENDA REQUEST

For the April 18, 2017 meeting of the Plumas County Board of Supervisors

April 10, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Approval of two (2) Maintenance Agreements and one (1) Electrical Agreement associated with the Greenville State Route 89 Rehabilitation and Streetscape Project. These 3 agreements address maintenance responsibility of various streetscape improvements, lighting facilities and street lighting fair share costs with Caltrans; discussion and possible action.

### Background:

The Greenville State Route 89 Rehabilitation/Streetscape Construction Project began last year by the County with water system and sewer system repairs performed under the funding of the Prop. 50 grant program. Construction activities by Caltrans will continue this year with highway rehabilitation work including numerous streetscape improvements. All of these improvements, from surface roadway improvements to streetscape, require an agreement for maintenance between the County, Caltrans and the Indian Valley Community Services District (IVCSD.)

In addition to agreements for maintenance, an agreement for sharing costs for electrical facilities is also required. Three (3) agreements are being submitted for your consideration.

**Agreement No. 1** - "Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas "Greenville Streetscape"

Caltrans will assume maintenance responsibility for the State Highway road surface to the back of curb. The maintenance of all other improvements, including sidewalks and various streetscape improvements, are the responsibility of local jurisdiction (i.e. Plumas County). The Maintenance Agreement between Caltrans and Plumas County sets forth the maintenance responsibilities of each party.



**Agreement No. 2 – Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas “Greenville Streetscape”**

The Maintenance Agreement between Plumas County and the Indian Valley Community Services District transfers from the County to the IVCSD maintenance costs, and responsibilities set forth in the Maintenance Agreement between Caltrans and the County. Approval of this agreement will result in proposal of the Agreement by Public Works staff to the IVCSD.

**Agreement No. 3 - Agreement for Sharing Cost of the State Highway Electrical Facilities with County of Plumas**

The last of the 3 agreements, the Cost Sharing Agreement for Electrical Facilities between Caltrans and Plumas County, updates an existing cost sharing agreement to add the additional streetlights proposed as part of the rehabilitation/streetscape project to the cost responsibility of Caltrans.

All of these agreements have been approved as to form by County Counsel.

Recommendations:

Public Works staff respectfully recommends the Board of Supervisors:

1) Authorize the Chair of the Board of Supervisors to execute the following three (3) agreements:

1. Maintenance agreement between Caltrans and Plumas County entitled: **“Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas “Greenville Streetscape,”** and
2. Maintenance agreement between Plumas County and the Indian Valley Community Services District entitled: **Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas “Greenville Streetscape,”** provided that the Agreement provisions are acceptable to the IVCSD, and
3. Cost sharing agreement between Caltrans and Plumas County entitled: **Agreement for Sharing Cost of the State Highway Electrical Facilities with County of Plumas**

- Attachments:
1. Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas “Greenville Streetscape
  2. Maintenance Agreement within State Highway Right of Way on Route 89 within the County of Plumas “Greenville Streetscape
  3. Agreement for Sharing Cost of the State Highway Electrical Facilities with County of Plumas

**MAINTENANCE AGREEMENT BETWEEN  
PLUMAS COUNTY AND INDIAN VALLEY COMMUNITY SERVICES DISTRICT  
WITHIN STATE HIGHWAY RIGHT OF WAY  
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS**

***“GREENVILLE STREETSCAPE”***

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the County of Plumas, acting by and through the Department of Public Works, hereinafter referred to as “COUNTY” and the Indian Valley Community Services District, hereinafter referred to as “DISTRICT” and collectively referred to as “PARTIES”.

**SECTION I**

**RECITALS**

- A. PARTIES desire to work together to allocate their respective obligations relative to newly constructed or revised improvements within STATE’s right of way by STIP Amendment number 14S-17, dated June 25, 2015.
- B. COUNTY and the State of California, acting by and through its Department of Transportation (“STATE”), intend to enter into a “Maintenance Agreement with the State Right of Way on Route 89 within the County of Plumas –Greenville Streetscape: a copy of which is attached hereto as Exhibit A, and made a part hereof by this reference.
- C. This Agreement addresses responsibility for the irrigation components, planters, mulch, litter and weed removal, sidewalks, curb ramps, decorative concrete sidewalks including the aesthetic treatments, bulb-outs, decorative street lighting, decorative intersection lighting, metal tubular railing, paint (located on the decorative lighting system and metal tubular railing), hardscape and boulders (collectively the “FACILITIES”) placed within State Highway right of way on State Route 89, as shown on Exhibit A.
- D. This Agreement reflects STATE’S policy that Caltrans may enter into only one Maintenance Agreement for the highway features within the right-of-way area on State Route 89 in Greenville (Plumas County), California, and that any third party Agreement be separate from the Agreement between Caltrans and Plumas County. This Agreement is such a third party Agreement between the COUNTY and the DISTRICT, created for establishing the fair-share costs to be borne by the DISTRICT.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

**SECTION II**

**AGREEMENT**

- 1. In consideration of the mutual covenants and promises herein contained, COUNTY and DISTRICT agree as follows:

- 1.1. PARTIES have agreed to an allocation of maintenance responsibilities that includes, but is not limited to, inspection, providing emergency repair, replacement, and maintenance, (collectively hereinafter "MAINTAIN/ MAINTENANCE") of FACILITIES as set forth Exhibit "A."
  - 1.2 DISTRICT acknowledges that the COUNTY, now or in the future, is not to be responsible to bear the costs (including associated permit-related cost) associated with features that benefit the DISTRICT, regardless of whether such costs are result of mutual request, or by mandate or sole decision of Caltrans.
2. COUNTY agrees to do the following:
- 2.1 To MAINTAIN all FACILITIES, as set forth under Section 4 of Caltrans Maintenance Agreement No. 02-MTC15-002, entitled,  
  
**MAINTENANCE AGREEMENT BETWEEN  
CALTRANS AND PLUMAS COUNTY  
WITHIN STATE HIGHWAY RIGHT OF WAY  
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS**  
  
***"GREENVILLE STREETSCAPE".***
3. DISTRICT agrees to reimburse the COUNTY, for all costs incurred by COUNTY, for the following:
- 3.1. All items that are set forth in Exhibit "A," attached to this Agreement, as may be modified from time to time.
  - 3.2. Reimbursement shall include all costs incurred by COUNTY pursuant to COUNTY's performance of Maintenance Agreement No. 02-MTC15-002, attached hereto as Exhibit A.
4. LEGAL RELATIONS AND RESPONSIBILITIES:

- 4.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or COUNTY facilities different from the standard of care imposed by law.
- 4.2. Any action, pursuant to this AGREEMENT, requiring NOTICE to the COUNTY shall be in writing and addressed to:

Director of Public Works  
Plumas County  
1834 East Main Street  
Quincy, CA 95971

- 4.3. Any action, pursuant to this AGREEMENT, requiring NOTICE to the DISTRICT shall be in writing and addressed to:

Manager  
Indian Valley Community Services District  
127 Crescent Street, #1  
Greenville, CA 95947

- 4.4 For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail. E-mail communications that are not replied to are not effective.

5. PREVAILING WAGES:

5.1 Labor Code Compliance – If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. COUNTY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. COUNTY agrees to include prevailing wage requirements in its contracts for public work. Work performed by COUNTY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.

5.2 Requirements in Subcontracts – COUNTY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in COUNTY's contracts

5.3 Work Performed by the DISTRICT – If there is a mutual agreement between COUNTY and DISTRICT that DISTRICT crews will perform certain work, then the arrangement will be documented in a separate agreement before any work commences. Work performed by DISTRICT's own forces is exempt from the Labor Code's Prevailing Wage requirements.

6. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, following discussions by the PARTIES with the State (Caltrans).
7. TERM OF AGREEMENT – The Term of this Agreement shall be coextensive with the term of the agreement between COUNTY and STATE as set forth in Exhibit A, or until amended or terminated at any time upon mutual consent of the PARTIES.



EXHIBIT A

**MAINTENANCE AGREEMENT  
WITHIN STATE HIGHWAY RIGHT OF WAY  
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS  
"GREENVILLE STREETScape"**

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the COUNTY of PLUMAS; hereinafter referred to as "COUNTY" and collectively referred to as "PARTIES".

SECTION I

RECITALS

1. PARTIES desire to work together to allocate their respective obligations relative to newly constructed or revised improvements within STATE's right of way by STIP Amendment number 14S-17, dated June 25, 2015.
2. This Agreement addresses COUNTY responsibility for the irrigation components, planters, mulch, litter and weed removal, sidewalks, curb ramps, decorative concrete sidewalks including the aesthetic treatments, bulb-outs, decorative street lighting, decorative intersection lighting, metal tubular railing, paint (located on the decorative lighting system and metal tubular railing), hardscape and boulders (collectively the "FACILITIES") placed within State Highway right of way on State Route 89, as shown on Exhibit A, attached to and made a part of this Agreement.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION II

AGREEMENT

3. In consideration of the mutual covenants and promises herein contained, COUNTY and STATE agree as follows:
  - 3.1. PARTIES have agreed to an allocation of maintenance responsibilities that includes, but is not limited to, inspection, providing emergency repair, replacement, and maintenance, (collectively hereinafter "MAINTAIN/MAINTENANCE") of FACILITIES as shown on said Exhibit "A."
  - 3.2. When a planned future improvement is constructed and/or a minor revision has been effected with STATE's consent or initiation within the limits of the STATE's right of way herein described which affects PARTIES' Division of Maintenance's responsibility as described herein, PARTIES will agree upon and execute a new dated and revised Exhibit "A" which will be made a part hereof and will thereafter supersede the attached original Exhibit "A" to thereafter become a part of this Agreement. The new exhibit can be executed only upon written consent of the PARTIES hereto acting by and through their authorized representatives. No formal amendment to this Agreement will be required.

4. COUNTY agrees, at COUNTY expense, to do the following:
- 4.1. To MAINTAIN all FACILITIES within the Agreement limits of the STATE highway right of way, as shown on Exhibit A, at COUNTY expense. MAINTENANCE includes, but is not limited to, concrete repair, replacement and to grind or patch vertical variations in elevation of sidewalks for an acceptable walking surface, and the removal of dirt, debris, graffiti, stickers, weeds, and any deleterious item or material on or about sidewalks, unless said displacement or damage is caused by STATE or STATE's contractor.
  - 4.2. COUNTY may install, or contract, authorizing a licensed contractor with appropriate class of license in the State of California, to install and thereafter MAINTAIN (Section 27 of the Streets and Highways Code) under State Encroachment Permit FACILITIES conforming to those plans and specifications (PS&E) pre-approved by STATE.
  - 4.3. COUNTY shall ensure that FACILITIES designated on Exhibit "A" are provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance.
  - 4.4. An Encroachment Permit may be required for any changes to the scope of work allowed by this Agreement prior to the start of any work within STATE's right of way.
  - 4.5. COUNTY contractors will be required to obtain an Encroachment Permit prior to the start of any work within STATE's right of way.
  - 4.6. To MAINTAIN, repair and operate the irrigation components.
  - 4.7. To control weeds at a level acceptable to the STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by the California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (Form LA17) by the COUNTY to the STATE at the following address: Caltrans, District Maintenance at 1657 Riverside Dr MS 17, Redding Ca 96001.
  - 4.8. To remove FACILITIES and appurtenances and restore STATE owned areas to a safe and attractive condition acceptable to STATE in the event this Agreement is terminated as set forth herein.
  - 4.9. To furnish and maintain all decorative street lighting poles, bulbs, fixtures, that are damaged or in need of replacement.
  - 4.10. To furnish and have available an adequate inventory of decorative intersection lighting poles, bulbs, fixtures, and provide to the STATE, in the event of damage or the need of replacement.
  - 4.11. To inspect FACILITIES on a regular monthly or weekly basis to ensure the safe operation and condition of the FACILITIES.

- 4.12. To remove snow and ice from sidewalks per Streets and Highway Code, Section 5610.
  - 4.13. To expeditiously MAINTAIN, replace, repair or remove from service any FACILITIES system component that has become unsafe or unsightly.
  - 4.14. All work by or on behalf of COUNTY will be done at no cost to STATE, unless said work is the result of displacement or damage caused by STATE and/or STATE's contractor.
5. STATE agrees to do the following:
- 5.1. Provide COUNTY with timely written notice of unsatisfactory conditions that require correction by the COUNTY. However, the non-receipt of notice does not excuse COUNTY from maintenance responsibilities assumed under this Agreement.
  - 5.2. Issue encroachment permits to COUNTY and COUNTY contractors at no cost to them.
  - 5.3. To repair any bulb-outs that has been damaged more severely than normal wear and tear, resulting from STATE maintenance activities.
  - 5.4. To maintain and repair all decorative intersection lighting that has been damaged or in need of replacement, as furnished by the COUNTY, as shown in Exhibit A of the Traffic Signal and Lighting Agreement..
  - 5.5. To rehabilitate or replace FACILITIES within STATE right of way that have displaced vertically from original grade (by more than one inch) at STATE expense unless said displacement is caused by COUNTY or COUNTY's contractors inaction, activities, plantings or facilities.
6. LEGAL RELATIONS AND RESPONSIBILITIES:
- 6.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or COUNTY facilities different from the standard of care imposed by law.
  - 6.2. If during the term of this Agreement, COUNTY should cease to MAINTAIN the FACILITIES to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of COUNTY at COUNTY's expense or direct COUNTY to remove or itself remove FACILITIES at COUNTY's sole expense and restore STATE's right of way to its prior or a safe



operable condition. COUNTY hereby agrees to pay said STATE expenses, within thirty (30) days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or removing FACILITIES, STATE will provide written notice to COUNTY to cure the default and COUNTY will have thirty (30) days within which to affect that cure.

- 6.3. Neither COUNTY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless COUNTY and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with the exception of those actions of STATE necessary to cure a noticed default on the part of COUNTY.
- 6.4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by COUNTY under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that COUNTY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by COUNTY under this Agreement.
- 6.5. Any action, pursuant to this AGREEMENT, requiring NOTICE to the COUNTY shall be in writing and addressed to:  
Director of Public Works  
Plumas County  
1834 East Main Street  
Quincy, Ca 95971
- 6.6. Notwithstanding Paragraph 6.5 above, the parties may use e-mail for purpose of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

## 7. PREVAILING WAGES:

- 7.1. Labor Code Compliance- If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. COUNTY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles

- 1-7. COUNTY agrees to include prevailing wage requirements in its contracts for public work. Work performed by COUNTY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.
- 7.2. Requirements in Subcontracts - COUNTY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in COUNTY's contracts
8. INSURANCE - COUNTY and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.
- 8.1. SELF-INSURED - COUNTY is self insured. COUNTY agrees to deliver evidence of self-insured coverage in a form satisfactory to STATE, along with a signed copy of the Agreement.
- 8.2. SELF-INSURED using Contractor - If the work performed on this Project is done under contract COUNTY shall require its contractors to maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.
9. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, and COUNTY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.
10. TERM OF AGREEMENT -This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

(signatures follow on next page)

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE COUNTY OF PLUMAS

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Chair, Board of Supervisors

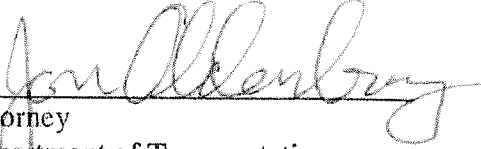
MALCOLM DOUGHERTY  
Director of Transportation

By: \_\_\_\_\_  
Deputy District Director  
Maintenance District

Approved as to Form:

As to Form and Procedure:

By: \_\_\_\_\_  
County Attorney

By:  \_\_\_\_\_  
Attorney  
Department of Transportation

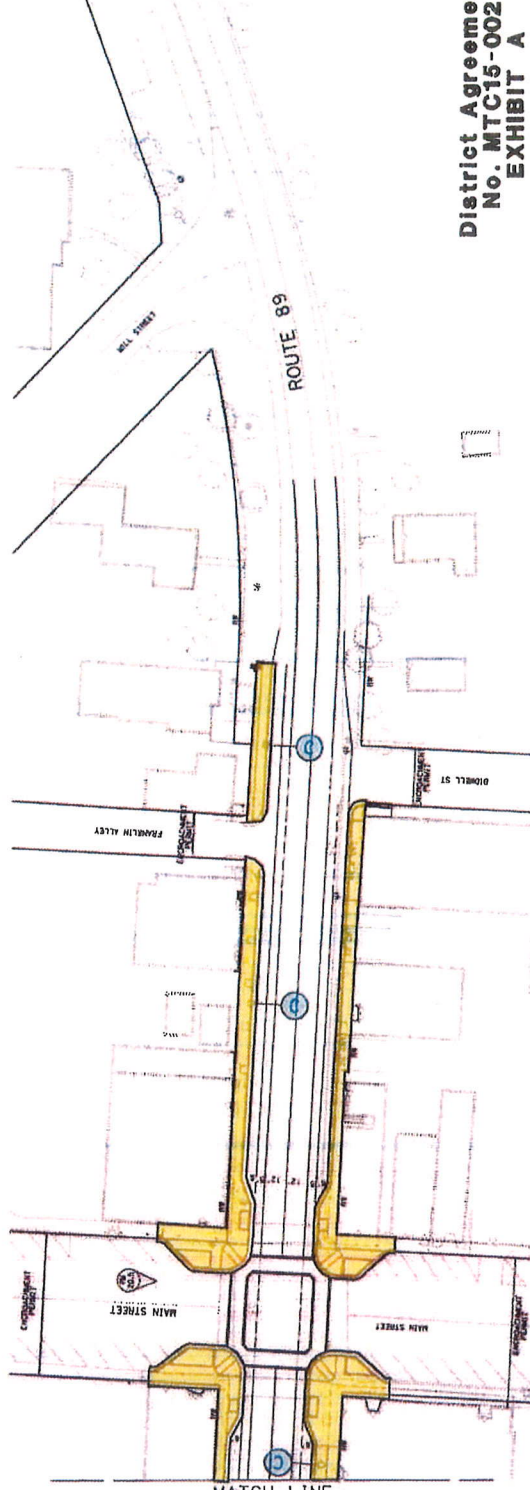
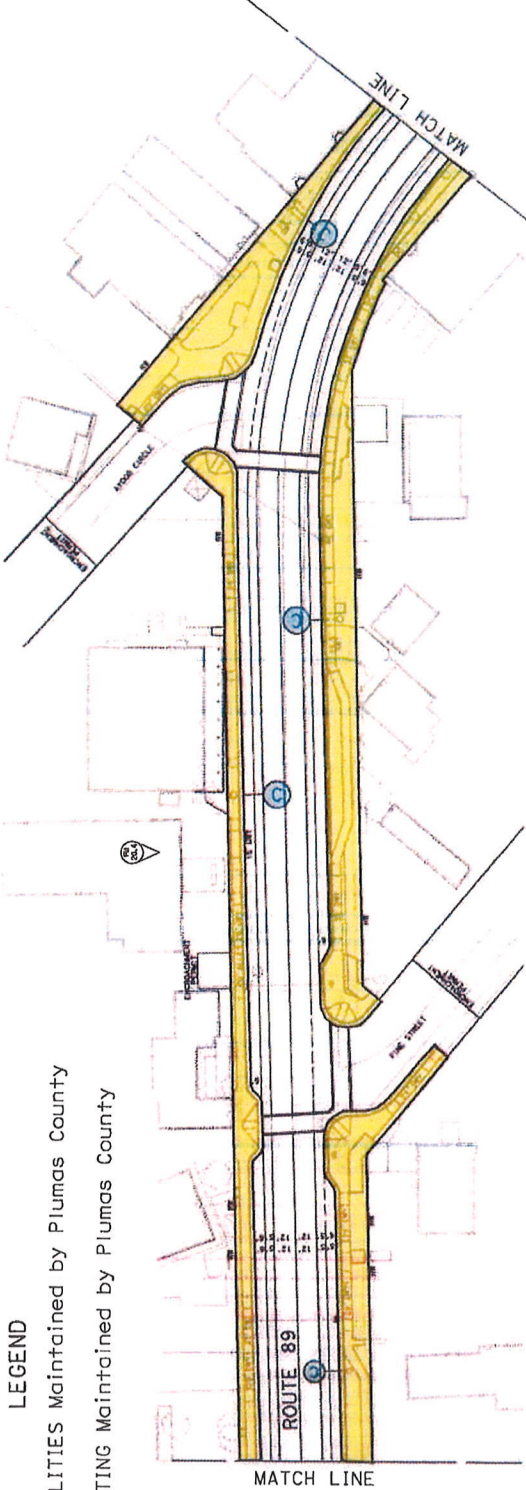




LEGEND

FACILITIES Maintained by Plumas County

LIGHTING Maintained by Plumas County



District Agreement  
No. MTC15-002  
EXHIBIT A

Not to Scale

Sheet 2 OF 2

PLUMAS COUNTY

State of California  
Department of Transportation

By \_\_\_\_\_ Date \_\_\_\_\_  
Director of Public Works

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy District Director  
Maintenance and Operations

FOR REDUCED PLANS ORIGINAL  
SCALE IS TO BE MAINTAINED  
DATE: 10-27-16  
FILE: 02-PLU-89-20.0/20.6

**MAINTENANCE AGREEMENT  
WITHIN STATE HIGHWAY RIGHT OF WAY  
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS  
“GREENVILLE STREETScape”**

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as “STATE” and the COUNTY of PLUMAS; hereinafter referred to as “COUNTY” and collectively referred to as “PARTIES”.

**SECTION I**

**RECITALS**

1. PARTIES desire to work together to allocate their respective obligations relative to newly constructed or revised improvements within STATE’s right of way by STIP Amendment number 14S-17, dated June 25, 2015.
2. This Agreement addresses COUNTY responsibility for the irrigation components, planters, mulch, litter and weed removal, sidewalks, curb ramps, decorative concrete sidewalks including the aesthetic treatments, bulb-outs, decorative street lighting, decorative intersection lighting, metal tubular railing, paint (located on the decorative lighting system and metal tubular railing), hardscape and boulders (collectively the “FACILITIES”) placed within State Highway right of way on State Route 89, as shown on Exhibit A, attached to and made a part of this Agreement.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

**SECTION II**

**AGREEMENT**

3. In consideration of the mutual covenants and promises herein contained, COUNTY and STATE agree as follows:
  - 3.1. PARTIES have agreed to an allocation of maintenance responsibilities that includes, but is not limited to, inspection, providing emergency repair, replacement, and maintenance, (collectively hereinafter “MAINTAIN/MAINTENANCE”) of FACILITIES as shown on said Exhibit “A.”
  - 3.2. When a planned future improvement is constructed and/or a minor revision has been effected with STATE’s consent or initiation within the limits of the STATE’s right of way herein described which affects PARTIES’ Division of Maintenance’s responsibility as described herein, PARTIES will agree upon and execute a new dated and revised Exhibit “A” which will be made a part hereof and will thereafter supersede the attached original Exhibit “A” to thereafter become a part of this Agreement. The new exhibit can be executed only upon written consent of the PARTIES hereto acting by and through their authorized representatives. No formal amendment to this Agreement will be required.

4. COUNTY agrees, at COUNTY expense, to do the following:
  - 4.1. To MAINTAIN all FACILITIES within the Agreement limits of the STATE highway right of way, as shown on Exhibit A, at COUNTY expense. MAINTENANCE includes, but is not limited to, concrete repair, replacement and to grind or patch vertical variations in elevation of sidewalks for an acceptable walking surface, and the removal of dirt, debris, graffiti, stickers, weeds, and any deleterious item or material on or about sidewalks, unless said displacement or damage is caused by STATE or STATE's contractor.
  - 4.2. COUNTY may install, or contract, authorizing a licensed contractor with appropriate class of license in the State of California, to install and thereafter MAINTAIN (Section 27 of the Streets and Highways Code) under State Encroachment Permit FACILITIES conforming to those plans and specifications (PS&E) pre-approved by STATE.
  - 4.3. COUNTY shall ensure that FACILITIES designated on Exhibit "A" are provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance.
  - 4.4. An Encroachment Permit may be required for any changes to the scope of work allowed by this Agreement prior to the start of any work within STATE's right of way.
  - 4.5. COUNTY contractors will be required to obtain an Encroachment Permit prior to the start of any work within STATE's right of way.
  - 4.6. To MAINTAIN, repair and operate the irrigation components.
  - 4.7. To control weeds at a level acceptable to the STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by the California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (Form LA17) by the COUNTY to the STATE at the following address: Caltrans, District Maintenance at 1657 Riverside Dr MS 17, Redding Ca 96001.
  - 4.8. To remove FACILITIES and appurtenances and restore STATE owned areas to a safe and attractive condition acceptable to STATE in the event this Agreement is terminated as set forth herein.
  - 4.9. To furnish and maintain all decorative street lighting poles, bulbs, fixtures, that are damaged or in need of replacement.
  - 4.10. To furnish and have available an adequate inventory of decorative intersection lighting poles, bulbs, fixtures, and provide to the STATE, in the event of damage or the need of replacement.
  - 4.11. To inspect FACILITIES on a regular monthly or weekly basis to ensure the safe operation and condition of the FACILITIES.

- 4.12. To remove snow and ice from sidewalks per Streets and Highway Code, Section 5610.
  - 4.13. To expeditiously MAINTAIN, replace, repair or remove from service any FACILITIES system component that has become unsafe or unsightly.
  - 4.14. All work by or on behalf of COUNTY will be done at no cost to STATE, unless said work is the result of displacement or damage caused by STATE and/or STATE's contractor.
5. STATE agrees to do the following:
- 5.1. Provide COUNTY with timely written notice of unsatisfactory conditions that require correction by the COUNTY. However, the non-receipt of notice does not excuse COUNTY from maintenance responsibilities assumed under this Agreement.
  - 5.2. Issue encroachment permits to COUNTY and COUNTY contractors at no cost to them.
  - 5.3. To repair any bulb-outs that has been damaged more severely than normal wear and tear, resulting from STATE maintenance activities.
  - 5.4. To maintain and repair all decorative intersection lighting that has been damaged or in need of replacement, as furnished by the COUNTY, as shown in Exhibit A of the Traffic Signal and Lighting Agreement..
  - 5.5. To rehabilitate or replace FACILITIES within STATE right of way that have displaced vertically from original grade (by more than one inch) at STATE expense unless said displacement is caused by COUNTY or COUNTY's contractors inaction, activities, plantings or facilities.
6. LEGAL RELATIONS AND RESPONSIBILITIES:
- 6.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or COUNTY facilities different from the standard of care imposed by law.
  - 6.2. If during the term of this Agreement, COUNTY should cease to MAINTAIN the FACILITIES to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of COUNTY at COUNTY's expense or direct COUNTY to remove or itself remove FACILITIES at COUNTY's sole expense and restore STATE's right of way to its prior or a safe



operable condition. COUNTY hereby agrees to pay said STATE expenses, within thirty (30) days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or removing FACILITIES, STATE will provide written notice to COUNTY to cure the default and COUNTY will have thirty (30) days within which to affect that cure.

- 6.3. Neither COUNTY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless COUNTY and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with the exception of those actions of STATE necessary to cure a noticed default on the part of COUNTY.
- 6.4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by COUNTY under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that COUNTY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by COUNTY under this Agreement.
- 6.5. Any action, pursuant to this AGREEMENT, requiring NOTICE to the COUNTY shall be in writing and addressed to:  
Director of Public Works  
Plumas County  
1834 East Main Street  
Quincy, Ca 95971
- 6.6. Notwithstanding Paragraph 6.5 above, the parties may use e-mail for purpose of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

## 7. PREVAILING WAGES:

- 7.1. Labor Code Compliance- If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. COUNTY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles

- 1-7. COUNTY agrees to include prevailing wage requirements in its contracts for public work. Work performed by COUNTY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.
- 7.2. Requirements in Subcontracts - COUNTY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in COUNTY's contracts
8. INSURANCE - COUNTY and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.
- 8.1. SELF-INSURED - COUNTY is self insured. COUNTY agrees to deliver evidence of self-insured coverage in a form satisfactory to STATE, along with a signed copy of the Agreement.
- 8.2. SELF-INSURED using Contractor - If the work performed on this Project is done under contract COUNTY shall require its contractors to maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.
9. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, and COUNTY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.
10. TERM OF AGREEMENT -This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

(signatures follow on next page)

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE COUNTY OF PLUMAS

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

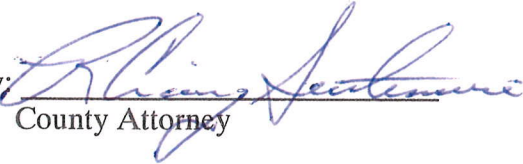
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Chair, Board of Supervisors

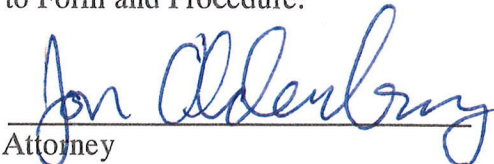
MALCOLM DOUGHERTY  
Director of Transportation

By: \_\_\_\_\_  
Deputy District Director  
Maintenance District

Approved as to Form:

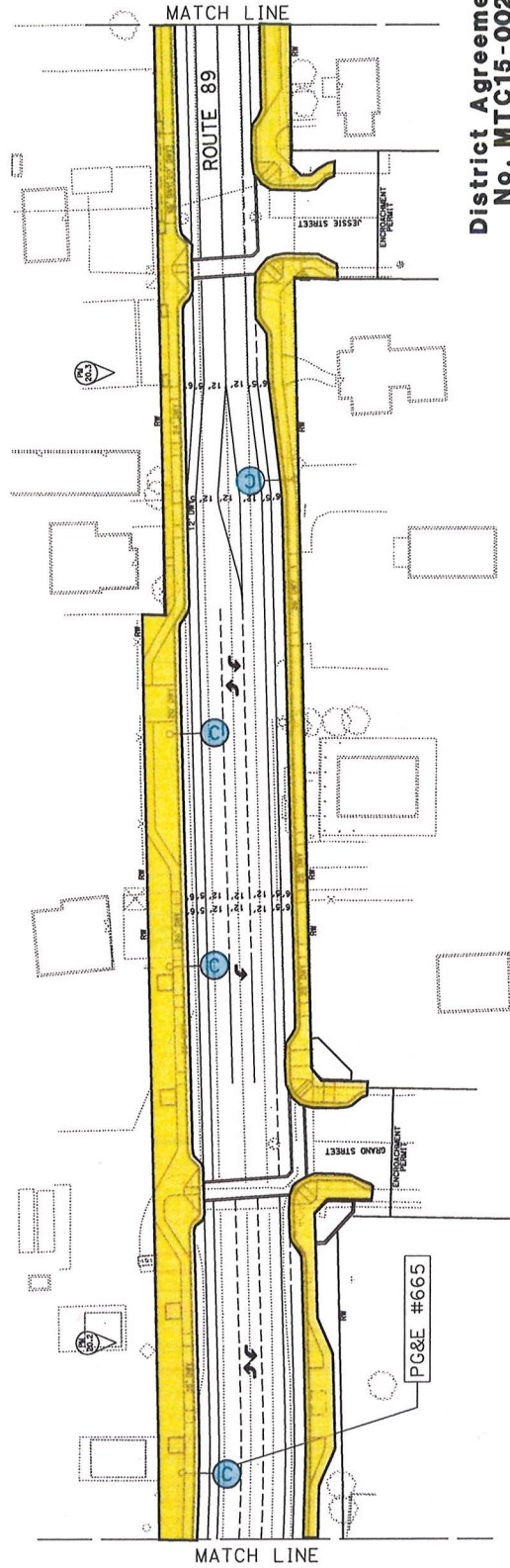
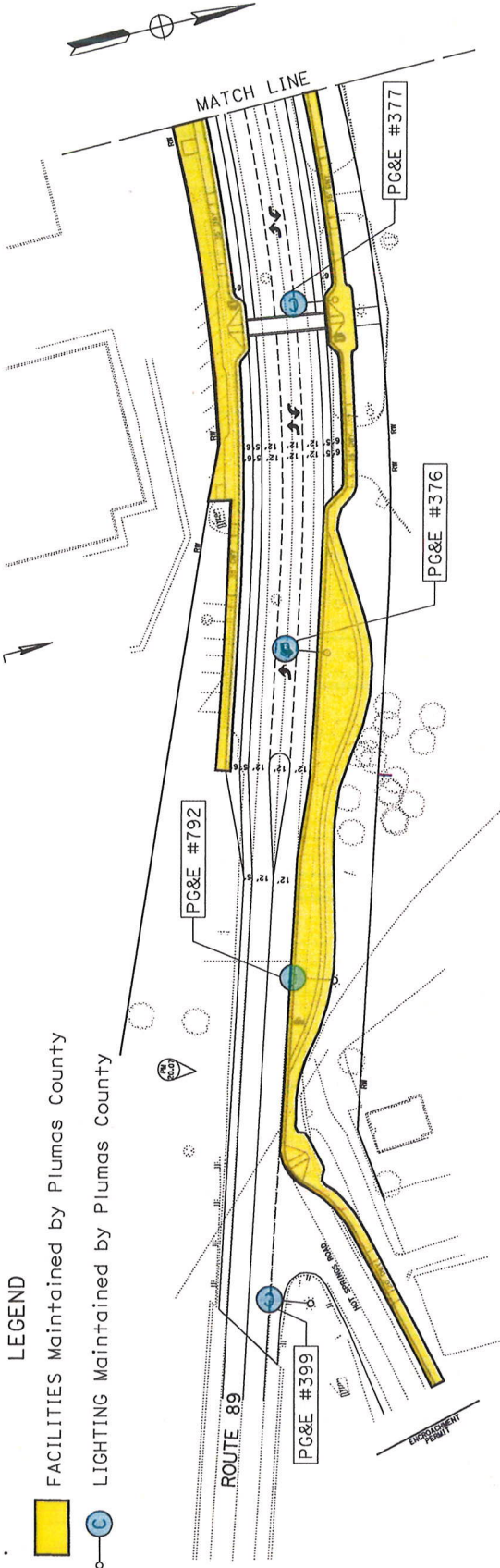
As to Form and Procedure:

By:   
County Attorney

By:   
Attorney  
Department of Transportation

LEGEND

-  FACILITIES Maintained by Plumas County
-  LIGHTING Maintained by Plumas County



District Agreement  
No. MTC15-002  
EXHIBIT A

Sheet 1 OF 2

Not to Scale

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PLUMAS COUNTY

State of California  
Department of Transportation

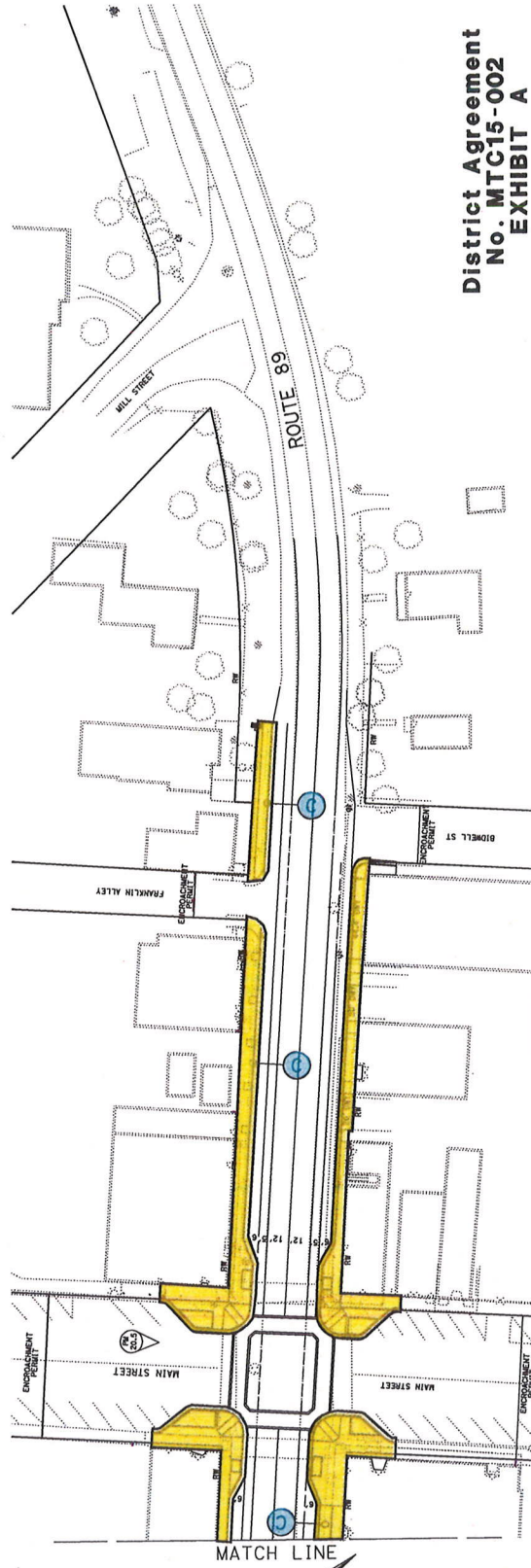
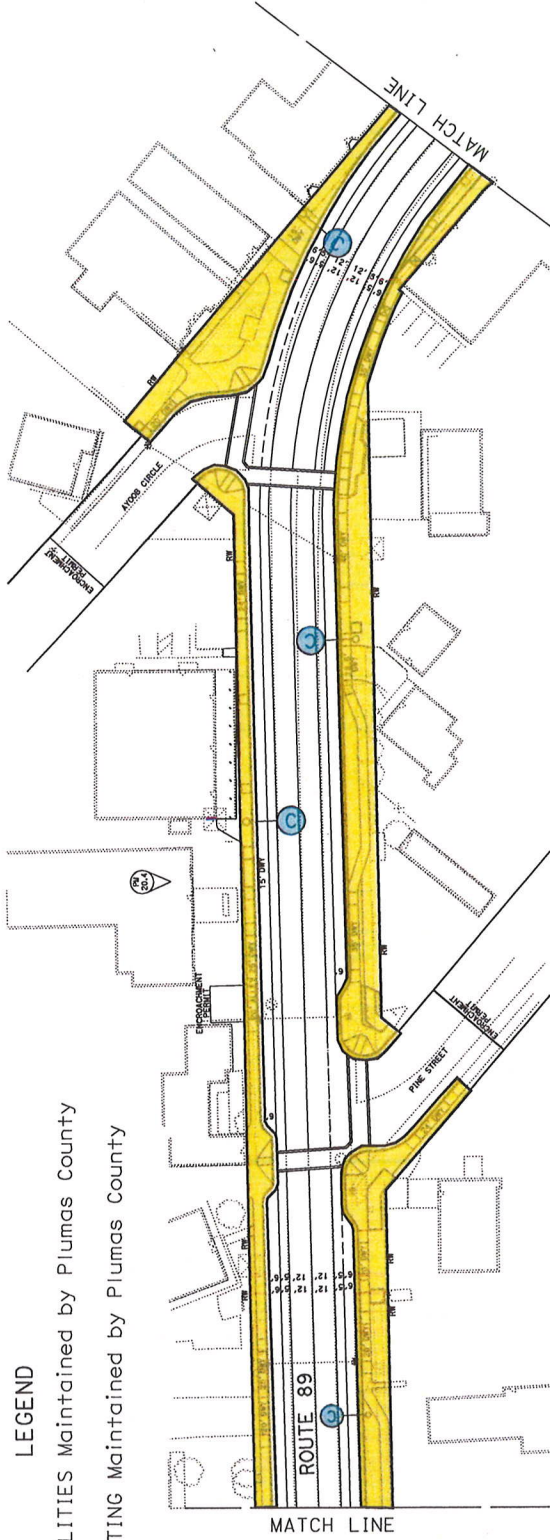
By \_\_\_\_\_ Date \_\_\_\_\_  
Director of Public Works

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy District Director  
Maintenance and Operations



LEGEND

-  FACILITIES Maintained by Plumas County
-  LIGHTING Maintained by Plumas County



District Agreement  
No. MTC15-002  
EXHIBIT A

Sheet 2 OF 2

Not to Scale

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PLUMAS COUNTY

State of California  
Department of Transportation

By \_\_\_\_\_ Date \_\_\_\_\_  
Director of Public Works

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy District Director  
Maintenance and Operations

**AGREEMENT FOR SHARING COST OF STATE HIGHWAY  
ELECTRICAL FACILITIES WITH COUNTY OF PLUMAS**

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the COUNTY of PLUMAS, hereinafter referred to as "COUNTY" and collectively referred to as "PARTIES"

This Agreement shall supersede any previous Agreement and/or Amendments thereto for sharing State-incurred costs with the COUNTY.

The cost of operating and maintaining flashing-beacons traffic-signals, traffic-signal systems, safety-lighting, and sign-lighting now in place at the intersection of any State Highway Route and any COUNTY street/road shall be shared as shown in Exhibit "A".

NOW THEREFORE IT IS AGREED:

1. Basis for Billing:

1.1. It is agreed that monthly billings for flashing-beacons, traffic-signals, and traffic-signal systems shall be based on actual intersection costs, which are as follows:

1.1.1. Maintenance Labor, including overhead assessment, other expenses including, equipment, materials, and miscellaneous expenses

1.1.2. Electrical energy

1.2. It is agreed that quarterly billings for safety-lighting and sign-lighting shall be based on calculated unit-costs derived by averaging STATE's District-wide costs each quarter. Costs are as follows:

1.2.1. Maintenance Labor, including overhead assessment, other expenses including, equipment, materials, and miscellaneous expenses

1.2.2. Electrical energy

1.3. It is agreed that quarterly billings invoiced to COUNTY for STATE-owned and maintained electrical facilities identified in Exhibit "A" will be based on actual costs paid by STATE, when derived from utility company billings. STATE will bill COUNTY quarterly in arrears for any COUNTY share of electrical facilities expenses shown in Exhibit "A".

2. Exhibit "A" will be amended, as necessary by written concurrence of both parties, to reflect changes to the system.

3. STATE costs and expenses assumed under the terms of this Agreement are conditioned upon the passage of the annual State of California Budget by the Legislature, the allocation of

funding by the California Transportation Commission as appropriate, and the encumbrance of funding to the District Office of STATE to pay the billings by COUNTY.

4. LEGAL RELATIONS AND RESPONSIBILITIES

4.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not PARTIES to this Agreement or to affect the legal liability of a PARTY to the Agreement by imposing any standard of care with respect to the operation and maintenance of STATE highways and local facilities different from the standard of care imposed by law.

4.2. Neither COUNTY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, under or in connection with any work, authority or jurisdiction conferred upon STATE arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless COUNTY and all of their officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortuous, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with exception of those actions of STATE necessary to cure a noticed default on the part of the COUNTY.

4.3. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by COUNTY under or in connection with any work, authority or jurisdiction conferred upon COUNTY and arising under this Agreement. It is understood and agreed that COUNTY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortuous, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by COUNTY under this Agreement.

5. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES; by either party upon thirty (30) days' notice to the other party.

6. TERM OF AGREEMENT - This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 and 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, PARTIES hereto have set their hands and seals the day and year first above written.

THE COUNTY OF PLUMAS

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

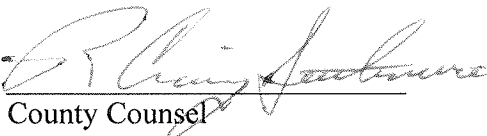
By: \_\_\_\_\_  
Chair, Board of Supervisors

MALCOLM DOUGHERTY  
Director of Transportation

By: \_\_\_\_\_  
Deputy District Director  
Maintenance District

Approved as to Form:

As to Form and Procedure:

By:   
County Counsel

By: \_\_\_\_\_  
Attorney  
Department of Transportation





**EXHIBIT A  
TRAFFIC SIGNAL AND LIGHTING AGREEMENT**

**Plumas County  
Distribution of Costs**

Route	PM	Location	Type of Facility	Billed, Owned, and Maintained by STATE Cost Distribution	
				State	County
Plu-36	8.5	Between Martin Way and Myrtle St	Flashing Beacon	50%	50%
			310W HPS (8490)	50%	50%
Plu-70	43.93	C.R. 406 Quincy Junction Rd	Signal (E4379)	50%	50%
			200W HPS (43921)	50%	50%
			200W HPS (43927)	50%	50%
			200W HPS (43931)	50%	50%
			200W HPS (43924)	50%	50%
			200W HPS (43928)	50%	50%
			200W HPS (43932)	50%	50%
Plu-70	45.59	Mill Creek	Signal (E4560)	50%	50%
			200W HPS (45571)	50%	50%
			200W HPS (45580)	50%	50%
Plu-70	46.77	C.R. 511 La Porte Rd.	310W HPS (46761)	50%	50%
			310W HPS (46770)	50%	50%
Plu-70	47.94	C.R. 404 Chandler Rd.	310W HPS (47940)	50%	50%
Plu-70	58.20	C.R. 509/529 Sloat/Gill Ranch Rd.	200W HPS (58110)	50%	50%
			200W HPS (58161)	50%	50%
			200W HPS (58210)	50%	50%
Plu-89	20.08		Radar Feedback Sign	0%	100%
Plu-89	20.16		Flashing Beacon	100%	0%
			Flashing Beacon	100%	0%
Plu-89	20.57		Radar Feedback Sign	0%	100%



Route	PM	Location	Utility Owned - Billed by STATE		Cost Distribution	
			Type of Facility		State	County
Plu-70	36.59	C.R. 415 Keddie Resort Rd.	200W HPS (36591)		66.7%	33.3%
Plu-70	41.98	C.R. 419 Feather River	200W HPS (41971)		66.7%	33.3%
			200W HPS (41980)		66.7%	33.3%
*Plu-70	43.18	Bucks Lake Rd.	200W HPS		0%	100%
Plu-70	59.90	C.R. 517 Mt. Tomba Rd.	200W HPS (59901)		50%	50%
Plu-70	59.90	C.R. 517 Mt. Tomba Rd.	200W HPS (59901)		50%	50%
Plu-70	65.40	C.R. 520 Little Bear Rd.	200W HPS (64720)		0%	100%
Plu-70	65.96	C.R. 506-B Mohawk Rd.	200W HPS (65961)		66.7%	33.3%
Plu-70	66.09	C.R. 129 Feather River Inn	200W HPS (66090)		66.7%	33.3%
Plu-70	80.31	C.R. A-23 Calpine Rd	400W MV (80315)		50%	50%
			400W MV (80316)		50%	50%
Plu-70	81.11	C.R. BW9 New St.	200W HPS (81115)		66.7%	33.3%
**Plu-70	81.43	C.R. FH177 Beckwourth Genese Rd.	200W HPS (81430)		100%	0%
Plu-89	14.68	C.R. 207 Arlington Rd.	200W HPS (14680)		66.7%	33.3%
Plu-89	15.60	C.R. 206 Stanley Ln.	200W HPS (15600)		66.7%	33.3%
Plu-89	17.12	C.R. 216 Pioneer Rd.	70W HPS (17120)		0%	100%
Plu-89	19.60	C.R. GV20 Standard Mine Rd.	200W HPS (19600)		0%	100%
Plu-89	19.79	C.R. 215 Hideaway Rd.	200W HPS (19790)		0%	100%
***Plu-89	20.22	Grand St	55W LED (20220)		66.7%	33.3%
			55W LED (20217)		66.7%	33.3%
***Plu-89	20.33	Jessie St	55W LED (20330)		66.7%	33.3%
			55W LED (20327)		66.7%	33.3%



Route	PM	Location	Utility Owned - Billed by STATE Type of Facility	Cost Distribution	
				State	County
***Plu-89	20.37	Pine St	55W LED (20370)	66.7%	33.3%
			55W LED (20367)	66.7%	33.3%
***Plu-89	20.42	Ayoob Circle	55W LED (20420)	66.7%	33.3%
			55W LED (20421)	66.7%	33.3%
***Plu-89	20.47	Main St	55W LED (20467)	50%	50%
			55W LED (20468)	50%	50%
			55W LED (20469)	50%	50%
			55W LED (20470)	50%	50%

\*County is paying 100% at this location in exchange for paying 0% at the intersection of Route 70 and Beckwourth Genese Rd.

\*\*State is paying 100% at this location in exchange for paying 0% at the intersection of Route 70 and Bucks Lake Rd.

\*\*\*County is responsible for furnishing all decorative intersection lighting poles, bulbs, fixtures that get damaged or are in need of replacement.

Plumas County

State of California

Department of Transportation

By \_\_\_\_\_  
Director of Public Works

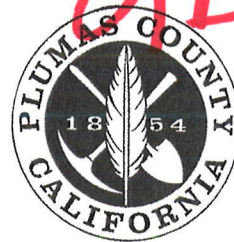
By \_\_\_\_\_  
Deputy District Director  
Maintenance and Operations

# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971

(530) 283-6307 FAX (530) 283-6045

W Robert Brunson, Director



**DATE:** April 18, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Bob Brunson, Behavioral Health Director

*Shelley Brunson for*

**SUBJECT:** Amend 2016-2017 Position Allocation and Increase 1.0 FTE Behavioral Health Administrative Assistant I/II.

## **Recommendation:**

1. Adopt RESOLUTION to amend the 2016-2017 Position Allocation for the Behavioral Health Department to reflect the change from 2.0 FTE Behavioral Health Administrative Assistant I/II to 3.00 FTE Behavioral Health Administrative Assistant I/II positions.
2. Approve recruitment of the Behavioral Health Administrative Assistant I/II position.

## **Background:**

Behavioral Health is seeking approval to amend the current amount of Behavioral Health Administrative Assistant I/II positions from 2.0 FTEs to 3.0 FTEs. This change would allow coverage of a wider range of required duties within the Behavioral Health Department where needed, such as assisting the Behavioral Health Director and the Administrative Services Officer in financial matters. Additional accounting and other finance related assistance is a growing need due to the increase and complexity of state and federal grants and reimbursement programs that the Department is required to administer.

The Behavioral Health Department is seeking approval to recruit for the Behavioral Health Administrative Assistant I/II position should the BOS approve the amendment to the Position allocation.

The Behavioral Health Administrative Assistant I/II position would be borne from department 70570 which is Mental Health realignment funding. It is anticipated that the additional expense can be absorbed by this source of funding and would be not impact the general fund.

Nancy Selvage, Director of Human Resources has been consulted and approved of the change requested.

5 Year Projection Administrative Assistant I - Behavioral Health

Range 1328 (Current)

Range 1355 (7/1/2017)

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Regular Wages	\$28,184	\$29,598	\$31,075	\$32,635	\$34,257
Retirement (Classic)	\$5,732	\$6,315	\$6,941	\$7,616	\$8,337
FICA/Medicare	\$2,156	\$2,264	\$2,377	\$2,496	\$2,620
Totals	\$36,072	\$38,177	\$40,393	\$42,747	\$45,214
5 Year Total =					\$202,603

Increased retirement 1.0 % per year as an estimate PERS 19.338% in 16/17

5 Year Projection Administrative Assistant II - Behavioral Health

Range 1465 (Current)

Range 1485 (7/1/2017)

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Regular Wages	\$30,888	\$32,427	\$34,050	\$35,755	\$37,544
Retirement (Classic)	\$6,282	\$6,919	\$7,606	\$8,344	\$9,137
FICA/Medicare	\$2,363	\$2,480	\$2,605	\$2,735	\$2,872
Totals	\$39,533	\$41,826	\$44,261	\$46,834	\$49,553
5 Year Total =					\$222,007

Increased retirement 1.0 % per year as an estimate PERS 19.338% in 16/17

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Behavioral Health Administrative Assistant I/II position is a legitimate business need due to the assistance in claiming revenue and grant management within the Behavioral Health Department.
- Why is it critical that this position be filled at this time? The main function of this position is covering a wide range of required office duties, such as assisting the Behavioral Health Director and Administrative Services Officer in financial matters, grant requirements and administrative demands.
- How long has the position been vacant? Newly added position.
- Can the department use other wages until the next budget cycle? Other wages are currently being used; however, a permanent employee in this position is crucial to the department's ability to provide consistent assistance for the increased demand on the financial and administrative departmental needs.
- What are staffing levels at other counties for similar departments and/or positions? Most departments of similar size have a much larger fiscal team.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of claims and related accounting documents and time sensitive grant requirements would be negatively impacted without the BH Administrative Assistant's assistance. The Department's growth now requires additional workload for support, which would normally be handled by the Administrative Assistant.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Department to suffer the loss of revenue from overdue reporting without the Behavioral Health Administrative Assistant who helps with billing, expenditure tracking and assistance in grant reporting responsibilities.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Behavioral Health is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? This BH Administrative Assistant I/II position is not borne from general funds. Any costs associated with this position are covered by a combination of State Mental Health funds.
- Does the department have a reserve? Yes. If yes, provide the activity of the department's reserve account for the last three years? The department 70570 has approximately a six (6) million- dollar reserve.

## **BEHAVIORAL HEALTH ADMINISTRATIVE ASSISTANT I/II**

### **DEFINITION**

Under general supervision, to perform a full range of clerical duties in a clinical business office and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Behavioral Health Administrative Assistant I: This is an entry level class and the incumbent learns to perform a variety of clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Assist the public or other County staff with specialized Department procedures; to learn and provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required. Incumbents in this class are expected to have substantial general office support and public assistance experience and be capable of quickly learning a specialized and technical support area. When sufficient knowledge has been demonstrated and experience requirements are met they may expect promotion to Behavioral Health Administrative Assistant II.

Behavioral Health Administrative Assistant II: This is an advanced level class in the administrative series. Incumbents perform a variety of specialized and confidential administrative, secretarial and clerical work requiring to perform multiple business office clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Processing financial claims to various vendors and hospitals. Assist the public or other County staff with specialized Department procedures; Provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related support work as required.

### **REPORTS TO**

Behavioral Health Fiscal Officer and Department Administrative Services Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## **BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 2**

### **EXAMPLES OF DUTIES:**

- Serves as an office receptionist greeting visitors and answering the telephone.
- Providing information and referring calls and visitors to appropriate staff.
- Interview patients to obtain financial, social, and medical information for admission and billing purposes.
- Reviews, evaluates, verifies, and enters admission documents and information into the electronic health record system (EHR).
- Evaluates medical and billing documents to determine charges, accuracy, completeness, and conformance with applicable rules and regulations.
- Tabulates and balances charges; investigates and resolves errors; obtains missing billing information from other medical records and/or patients.
- Determines insurance carrier for billing; figures proration of liability between patient, insurance carrier, Medi-Cal, Medicare, or Short-Doyle.
- Keeps a variety of financial, accounting, and statistical records.
- Answers routine questions from patients and insurance companies.
- Reviewing and determining file scanning classification. Scanning documentation into EHR.
- Database and records management.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures, and equipment and business writing.
- Basic interviewing techniques.
- Practices and terminology used in clerical, accounting, and in a medical setting.

## **BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 3**

### **Ability to:**

- Make arithmetical computations of moderate difficulty.
- Ability to elicit information from patients related to admissions and billing.
- Learn computerized and manual private and program (Med-iCal and Medicare) regulations and insurance billing procedures.
- Interpret rules and regulations for patients and others.
- Ability to perform responsible, confidential, clerical work with speed and accuracy.
- Ability to monitor and control patient records to ensure required confidentiality, following HIPAA regulations.
- Use standard medical office equipment including electronic health record system.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.
- Work cooperatively with other departments and outside agencies.
- Work independently in the absence of supervision.

### **TRAINING AND EXPERIENCE**

#### **Behavioral Health Administrative Assistant I:**

- Equivalent to completion of the twelfth grade.
- At least two (2) years of responsible experience performing a variety of administrative and office work, including substantial experience in public contact. Education or work experience performing admissions, billing, and/or duties related to billing and collections work is highly desirable.
- Other combinations of education and experience may be considered.

#### **Behavioral Health Administrative Assistant II:**

- At least one (1) year of responsible experience performing a variety of administrative and office support work at a level equivalent to Behavioral Health Administrative Assistant I with Plumas County. At least one (1) year of experience performing admissions, billing, and/or duties related to billing and collections work.
- Special training and education in the business administration related fields is highly desirable.
- Other combinations of education and experience may be considered.

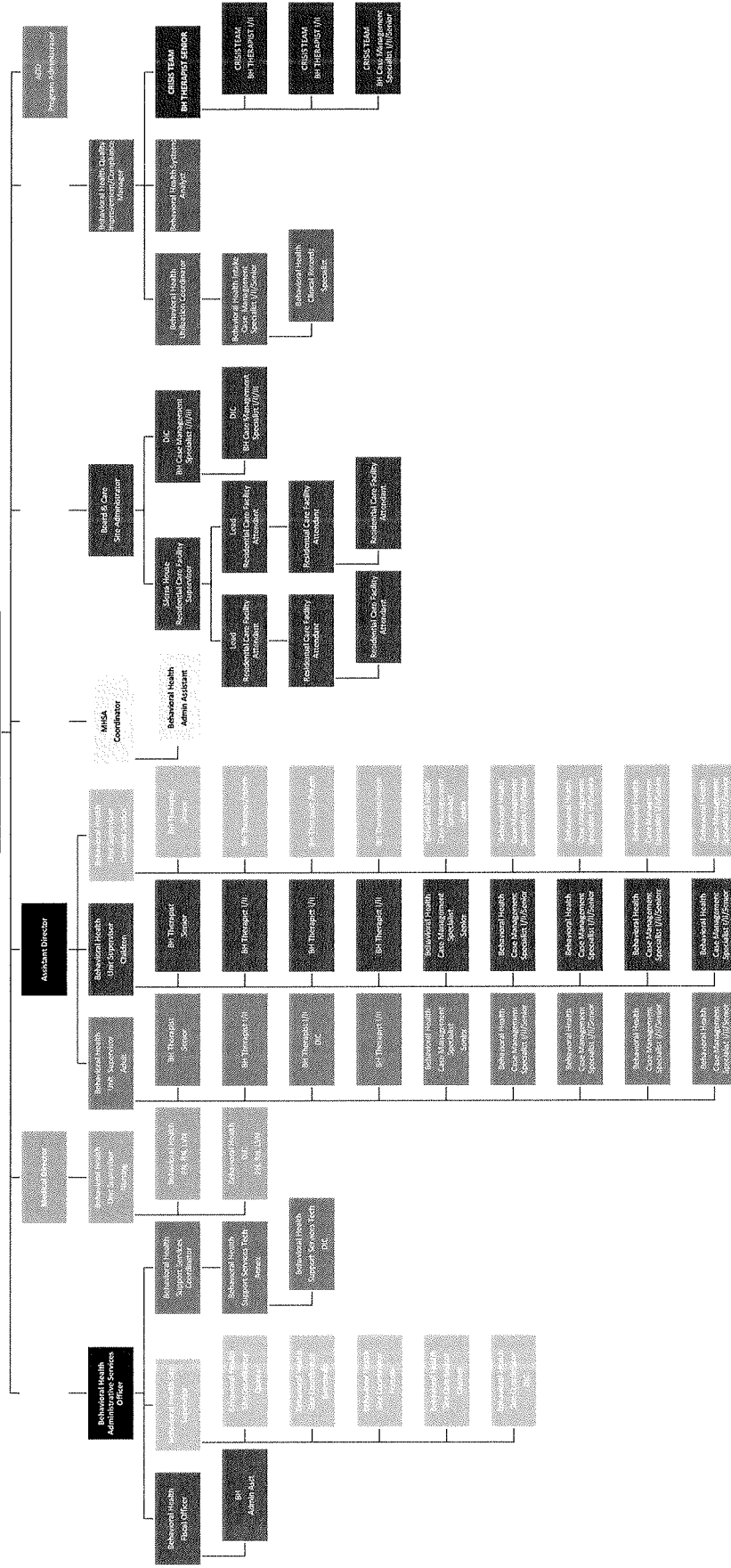
## **BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 4**

### **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



del

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** April 4, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 11, 2017.

**RE: ADOPT RESOLUTION TO ADD NEW JOB CLASSIFICATION FOR ASSISTANT COUNTY COUNSEL RANGE 4370, DEPUTY COUNTY COUNSEL I RANGE 3073, DEPUTY COUNTY COUNSEL II RANGE 3228, DEPUTY COUNTY COUNSEL III RANGE 3738, AND AMEND FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR COUNTY COUNSEL DEPARTMENT #20080**

### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt Resolution to add a new job classification for an Assistant County Counsel range 4370, update wage ranges for Deputy County Counsel I range 3073, Deputy County Counsel II range 3228, Deputy County Counsel III range 3738 and to amend the Position Allocation for Fiscal Year 2016/2017 for County Counsel Department #20080.

Requesting Board of Supervisor approval for Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Assistant County Counsel, or Deputy County Counsel I, II or III position.

### **BACKGROUND AND DISCUSSIONS**

The previous Deputy County Counsel III position became vacant on September 16, 2017 due to employee resignation. Human Resources Department has been actively recruiting for approximately seven (7) months to fill the approved and allocated Deputy County Counsel position. Because of the changing work demands in the County Counsel's Department, the needed legal expertise, and the wage ranges currently listed in the County's job classification plan, I was asked to conduct a salary survey and review job classifications for Assistant County Counsel and the Deputy County Counsel series. As the result of wage ranges surveyed, I found Plumas County to be amongst the lowest paid in the ten counties comparable for the Deputy County Counsel series. The results are attached in the table on the page two.

If filled through the recruitment process the Assistant County Counsel position will be an "at-will" position; therefore it will not be included as a job classification in the Confidential Unit. However, I asked the Confidential Unit members to review the job description and included the

wage survey results. Currently, the County Counsel Department is allocated a 1.0 FTE Deputy County Counsel I, II, or III in the Position Allocation for Fiscal Year 2016/2017. We are asking the Board to approve a new position allocation for this department and add the ability to flexibly allocate the 1.0 FTE Deputy County Counsel series or fill this position with an Assistant County Counsel allocated position. The Assistant County Counsel job classification will be a flat rate, at-will, unrepresented employee position.

The ten county comparable wage surveys included wage ranges for Deputy County Counsel I, II, and III positions as well as a Deputy County Counsel IV. Three Counties in our ten counties comparable have an Assistant County Counsel in their job classifications. The average for these three Counties' is a wage range of 4533. We are requesting a wage range of 4370 (\$43.70) which is comparable to San Benito and Tehama Counties wage ranges as well as for the Deputy County Counsel series.

## Ten County Wage Survey

Deputy County Counsel I/II/III (DDC) &

Assistant County Counsel

As of  
11/15/2016  
Plumas  
County HR

Position Title:	DDC I	DDC II	DDC III	DDC IV	Asst County Counsel
County					
Amador	\$ 40.52	\$ 44.58	\$ 49.01		N/A
Calaveras	\$ 31.41	\$ 41.22			
Colusa	\$ 32.18				
Del Norte	\$ 28.62	\$ 33.13	\$ 36.53		
Glenn	N/A				
Inyo	\$ 33.09	\$ 34.52	\$ 37.13	\$ 39.99	\$48.59
Lassen	\$ 29.12	\$ 30.52	\$ 31.99		No Position at this time
San Benito	\$ 27.88	\$ 32.28	\$ 37.37		\$43.06
Tehama	\$ 29.89	\$ 32.98	\$ 36.40	\$ 40.18	\$44.35
Tuolumne	\$ 30.80	\$ 35.42	\$ 39.92	\$ 44.55	N/A
Sum	\$ 283.51	\$ 284.65	\$ 268.35	\$ 124.72	\$136.00
Average	\$ 31.50	\$ 35.58	\$ 38.34	\$ 41.57	\$45.33
Plumas	\$ 26.07	\$ 28.75	\$ 31.66	N/A	N/A
Proposed	\$30.73	\$32.28	\$37.38	N/A	\$43.70

I have attached the new job description for the County's classification plan of Assistant County Counsel. I worked on the final draft with the Craig Settlemire, County Counsel, for the last

revision before sending to the Confidential Unit for review. This is an up to date job classification reflecting the job duties and essential functions of this position as well as need education / experience needed for this position.

The attachments to support this Resolution are attached and include new job classification, five year cost projections, and the department's organizational chart.

Exhibit A – Job Descriptions:

- Assistant County Counsel New Job Classification, range 4370
- Deputy County Counsel I, range 3073
- Deputy County Counsel II, range 3228
- Deputy County Counsel III, range 3738

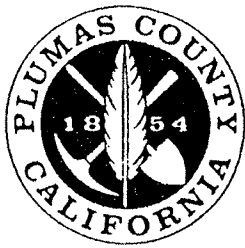
Exhibit B:

- Five Year Cost Projections for Assistant County Counsel and Deputy County Counsel III
- Five Year Cost Projections for Deputy County Counsel I
- Five Year Cost Projections for Deputy County Counsel II
- Five Year Cost Projections for Deputy County Counsel III

County Counsel Department Organizational Chart

It is recommended that the Board approve the Resolution to revise the job classification plan adding the new job description for Assistant County Counsel, amend the Deputy County Counsel wage series, and amend the Position Allocation for County Counsel Department #20080.

Thank you for considering this request.



OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Plumas County Courthouse  
520 Main Street, Room 301  
Quincy, California 95971-9115

**R. CRAIG SETTLEMIRE**  
COUNTY COUNSEL

**MARI SNYDER**  
PARALEGAL/SMALL CLAIMS ADVISOR

Phone: (530) 283-6240  
Fax: (530) 283-6116

April 5, 2017

**INTEROFFICE MEMORANDUM**

**TO:** Honorable Board of Supervisors, County of Plumas

**FROM:** R. Craig Settlemire, *Plumas County Counsel*

**SUBJECT:** Request to adopt Resolution:

- 1) Creating new position of "Assistant County Counsel" (at-will, Range 4370);
- 2) Update salary ranges for Deputy County Counsel I, II, and III to Ranges 3073, 3228, and 3738, respectively;
- 3) Amend position allocation to permit flexibly filling of 1.0 FTE at either Assistant County Counsel or Deputy County Counsel I, II or III level.

*For the Meeting on April 11, 2017*

**Background:**

As your Board is aware, the Plumas County Counsel's office experienced a vacancy on September 17, 2016, when Deputy County Counsel Steve Mansell resigned to accept a similar position with the El Dorado County Counsel's Office at a significantly higher pay.<sup>1</sup>

The Office of Plumas County Counsel currently consists of two (2) full-time attorney positions, the County Counsel and one Deputy County Counsel (that can be filled at the I, II, or III levels); and support staff consisting of one full-time Paralegal III/small claims advisor and one part-time clerical extra-help (averaging less than 8 hours per week). In the past, Plumas County has had as many as three attorneys handling matters within the scope of County Counsel responsibilities, not counting contracted juvenile dependency legal counsel. Since the departure of Plumas County Flood Control District General Manager/Legal Counsel Brian Morris in January 2012 (whose position was not filled due to budget constraints), the Plumas County Counsel's Office has been doing the work of three attorneys with just two attorneys. Please see Attachment "A" for a table depicting staffing levels in the Plumas County Counsel's Office since October 2002.

With only two (2) full-time attorneys, both attorneys have to be well versed in the wide variety of legal practice areas<sup>2</sup> facing a County Counsel's Office and the over twenty county departments and

<sup>1</sup> The beginning range of a Deputy County Counsel III in Plumas County is \$31.66 per hour (\*\$5,487.31 per month), while in El Dorado County a Deputy County Counsel begins at \*\$9,321.87 per month -- a difference of \*69.8%.



**TO:** Honorable Board of Supervisors, County of Plumas  
**FROM:** R. Craig Settemire, *Plumas County Counsel*  
**SUBJECT:** Request to adopt Resolution:  
1) Creating new position of "Assistant County Counsel" (at-will, Range 4370);  
2) Update salary ranges for Deputy County Counsel I, II, and III to Ranges 3073, 3228, and 3738, respectively;  
3) Amend position allocation to permit flexibly filling of 1.0 FTE at either Assistant County Counsel or Deputy County Counsel I, II *or* III level.  
*For the Meeting on July 7, 2015*

Page 2 of 3

dependent special districts the County Counsel's Office serves.<sup>3</sup> Narrow legal specialization is impractical in a county counsel's office for a small county such as Plumas County. Every day, each attorney must be prepared to back up the other attorney in all areas. The incumbent County Counsel has over 36 years' experience advising local public agencies such as counties and special district. The prior Deputy County Counsel II had been practicing law for over twelve (12) years, more than five of which have been in the Plumas County Counsel's Office.

For approximately seven (7) months, Human Resources has been actively recruiting to fill the Deputy County Counsel position at either the I, II, or III levels. The response to the recruitment has limited both in terms of the number of applicants and the breadth of the applicants' experience. While a number of the applicants meet minimum qualifications, and a few applicants have experience in a couple of the practice areas of the County Counsel's office, none of the applicants has the experience or qualifications of the prior incumbent.

#### **Proposed Creation of an Assistant County Counsel Position and Updated Compensation for Deputy County Counsels:**

Plumas County government is in need of two experienced attorneys to handle its civil law workload. Training of an entry-level attorney in the County Counsel's office takes time away from other work the County Counsel should be doing for the Board of Supervisors and the various County departments and dependent special districts. An experienced attorney is needed to cover for the times the other attorney in the office is out due to vacations, illness, or continuing education. Many matters simply cannot wait a week or more for an attorney to return to the office, but must be

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<sup>2</sup> The County Counsel has primary responsibility for providing legal advice and assistance to the Board of Supervisors and County staff on matters such as: public policies; land use; human/social services; civil actions; risk management and insurance; municipal and public law; tort law; resources law; environmental law; nuisance abatement; personnel benefits, employment, retirement and labor relations law; and construction, facilities and real estate law. The attorneys in the Office of County Counsel prepare board reports and recommendations; prepare legal opinions; draft ordinances, resolutions and proposed legislation; represent the County before the legislature as directed; formulate litigation strategies; oversee legal research and investigations; act as trial counsel in state court, federal court, and administrative proceedings; monitor legal developments; retain and manage outside legal counsel; and serve as attorneys for the County in all civil actions, including Public Guardian cases and juvenile dependency cases involving abused or neglected children.

<sup>3</sup> The County Counsel serves as the civil attorney for Plumas County, including the Board of Supervisors and all County offices, departments, boards, commissions, the Grand Jury, six dependent special districts (Crescent Mills Lighting District, Dixie Valley Community Services District, Quincy Lighting District, Plumas County Flood Control and Water Conservation District, and Walker Ranch Community Services District), one county service area (Beckwourth County Service Area), and other special districts (on a limited, as requested and time-available basis).

**TO:** Honorable Board of Supervisors, County of Plumas  
**FROM:** R. Craig Settlemyre, *Plumas County Counsel*  
**SUBJECT:** Request to adopt Resolution:  
1) Creating new position of "Assistant County Counsel" (at-will, Range 4370);  
2) Update salary ranges for Deputy County Counsel I, II, and III to Ranges 3073, 3228, and 3738, respectively;  
3) Amend position allocation to permit flexibly filling of 1.0 FTE at either Assistant County Counsel or Deputy County Counsel I, II or III level.  
*For the Meeting on July 7, 2015*

Page 3 of 3

addressed immediately. Timely legal advice can help to avoid expensive litigation or disruption of work in other County offices. It is also prudent for the office to have a viable succession plan in the event of the unexpected illness or departure of the incumbent County Counsel.<sup>4</sup>

Based on the ten-county salary comparison survey by Human Resources, I believe that compensation is likely the primary reason for a lack of interest by attorneys with substantial public agency law experience that is desirable for Plumas County's needs. In an attempt to attract the attention of attorneys with substantial public agency experience, I am recommending that your Board consider the creation of an at-will "Assistant County Counsel" position that requires significant experience in the field. This, coupled with a competitive salary, is expected to attract more highly qualified applicants. In addition, since the ten-county salary survey shows that Plumas County is near the bottom in terms of compensation, I recommend that the salaries for the Deputy County Counsel series also be updated.

I recognize that the cost of implementing these changes can be substantial, particularly if we are successful in hiring a qualified Assistant County Counsel. Please see the five-year cost projections included with Human Resources memorandum. However, your Board should keep in mind that County Counsel services are allocated to the various County departments and dependent special districts via the approved Cost Plan (A-87) based on attorney's time. (Attorneys in the County Counsel's Office track their time in tenth of an hour (.1 hr., or 6 minutes) increments.) While I have not conducted a detailed review of actual allocations under the Cost Plan, a quick overview suggests that thirty to forty percent (30-40%) of time expended by the County Counsel's office is allocated to non-General Fund departments. Therefore, while the County Counsel's Office is a "General Fund" funded department, thirty to forty percent of the cost of operating the County Counsel's Office is paid by non-General Fund sources. Thus, thirty to forty percent of the cost of any increase as a result of this proposal will be reimbursed to the General Fund from other revenue sources.

#### **Recommendation:**

That the Board of Supervisors adopt the accompanying "RESOLUTION \*."

**END OF MEMORANDUM**

[Y:\Administrative\BOS Memo Re creation of Assistant County Counsel position.doc]

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<sup>4</sup> The current County Counsel has no plans to leave or retire in the near future.

# ATTACHMENT "A"

County Counsel	Deputy County Counsel(s)	Contract Attorney
<u>Oct. 2003</u> : Barbara Snelling Interim County Counsel	<u>Feb. 2004</u> : Brian Morris	<u>Dec. 2004</u> : Michael Jamison (Contract) <u>Aug 2005</u> : MJ contract end
<u>Oct. 2005</u> : Barbara Thompson- Appointed County Counsel	<u>August 2005</u> : MJ – switched to Permanent/Part time employee - .75  <u>April 2006</u> : MJ leaves <u>June 2006</u> : Todd Stress <u>Jan 2007</u> : TS leaves <u>March 2007</u> : Clint Walker <u>June 2007</u> : BM transferred out of CC office to become Flood Control Manager <u>March 2008</u> : CW leaves	?Bill Abramson contract for Dependency only.
<u>August 2008</u> : BT leaves Vacant	Vacant	<u>May 2008</u> : Cota Law Firm (Contract)  <u>Feb 2009</u> : Cota contract terminated  <u>March 2009</u> : James Reichle (contract)  <u>Aug 2009</u> : JR contract ends
<u>Aug 2009</u> : James Reichle appointed <u>March 2010</u> : JR leaves		
<u>March 2010</u> : Brian Morris interim off and on through July 2010		
<u>Aug 2010</u> : Craig Settlemire Appointed	<u>January 2011</u> : Steve Mansell  <u>January 2012</u> : Brian Morris leaves Flood Control.  <u>September 16, 2016</u> : Steve Mansell leaves.	

RESOLUTION NO. 2017- \_\_\_\_\_

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN TO  
ADD ASSISTANT COUNTY COUNSEL RANGE 4370, DEPUTY COUNTY COUNSEL I  
RANGE 3073, DEPUTY COUNTY COUNSEL II RANGE 3228, DEPUTY COUNTY  
COUNSEL III RANGE 3738 AND AMEND FISCAL YEAR 2016-2017 POSITION  
ALLOCATION FOR COUNTY COUNSEL DEPARTMENT #20080**

**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**, this position is necessary in the daily operational needs of the County Counsel's Department; and

**WHEREAS**, the Human Resources Director has added a new job classification for an Assistant County Counsel range 4370; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2016-2017 Position Allocation for fund #20080; and

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

1. Approve the new job classifications for Assistant County Counsel range 4370. Deputy County Counsel I range 3073, Deputy County Counsel II range 3228, and Deputy County Counsel III range 3738.
2. Approve the amendments to the Fiscal Year 2016/2017 Position Allocation for the following position:

<u>County Counsel #20080</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
Assistant County Counsel, or	1.00	1.00
Deputy County Counsel III, or		
Deputy County Counsel II, or		
Deputy County Counsel I		

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 11<sup>th</sup> day of April, 2017 by the following vote:

**AYES:** Supervisors:  
**NOES:** Supervisors:  
**ABSENT:** Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors

# Exhibit A

## **ASSISTANT COUNTY COUNSEL**

### **DEFINITION**

Under administrative direction, assist in planning, organizing and managing the County Counsel's office; directs and supervises the work of the office; performs highly complex and difficult legal work; provides legal counsel to County of Plumas and its various subdivisions; performs litigation; acts for the County Counsel in his/her absence; performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the senior advanced journey level in the Deputy County Counsel class series and is responsible for assisting the County Counsel with administering the ongoing activities of the County Counsel's Office. The incumbent serves at the pleasure of the appointing authority and assists in accomplishing departmental goals and objectives within general policy guidelines. The incumbent also provides professional legal services and advice to the Board of Supervisors, County departments, special districts and commissions on civil and administrative matters. As the Assistant County Counsel, this position provides supervision and management of the other office personnel, including supervision of the Deputy County Counsel; develops and administration of the department budget, directing department operations, and by serving as second-in-command to the County Counsel and primary acting County Counsel in the County Counsel's absence.

### **REPORTS TO**

County Counsel

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Exercises direct supervision over Deputy County Counsel I/II/III, technical, and clerical personnel.

## ASSISTANT COUNTY COUNSEL - 2

### **EXAMPLES OF DUTIES**

- Assist County Counsel in planning, organizing and directing the work of the County Counsel's office. Identifies with the County Counsel the direction and goals of the Office.
- Acts in the absence of County Counsel or at his/her discretion.
- Prepares, maintains, and implements policies and procedures in the Office of County Counsel to ensure compliance and consistency with legal mandates, laws and guidelines as well as the directives of the Board of Supervisors and the County Counsel.
- Directs, monitors, and oversees the development of the County Counsel's annual budget; provides oversight and direction in the on-going administration of the budget's revenue and expenditure transactions, recordkeeping, and fiscal reporting.
- Implements directions and policies established by County Counsel.
- Assigns, directs, and reviews the work of deputies assigned under his/her direction.
- Advises and assists in training deputies in law, research, and litigation techniques.
- Represents the County Counsel in meetings of boards, commissions, or other County agencies, local, state, and federal agencies and the public providing oral and written legal advice and counsel.
- Confers with and advises officers of County Departments and representatives of special districts on questions pertaining to their respective powers, duties, functions, and obligations.
- Represents the County and other agencies in court and administrative proceedings.
- Performs legal work for the County in pre-trial and settlement conferences.
- Acts as legal advisor to County officials on complex legal issues.
- Monitors legal developments including legislation and court decisions related to public agency law and activities and evaluates their impact upon County operations.
- Researches and interprets laws, court decisions and other legal authorities.
- Prepares legal opinions and briefs; drafts ordinances, leases, resolutions and other legal instruments.
- Reviews legal documents, briefs, pleadings, legal opinions, contracts, Memorandums of Understanding (MOU), leases, ordinances and other legal instruments.
- Prosecutes legal action on behalf of, and defends actions against, the County and its subdivisions before courts of origin, appellate courts, and various administrative bodies.
- May have on-going responsibility for serving as legal advisor to a specific County Board or Commission such as LAFCO or the Planning Commission.
- Develops and maintains professional relationships.
- Performs other duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles of Criminal, Constitutional, Civil and Administrative Law.
- California codes and statutes applicable to criminal and civil law.
- Court Proceedings, discovery techniques, jury selection, settlement practices and other matters related to trial and appellate.
- Judicial procedures and the rules of evidence.
- Federal, state, and local statutory, regulatory, administrative and case law applicable to local jurisdictions.
- The Brown Act, the Conflict of Interest Laws and other laws relevant to County operations.
- Computers and software used in professional legal work.
- Plumas County and department policies, rules and regulations.
- Budget development and control.
- Principles of personnel management and supervision.
- Proper English usage, spelling, grammar and punctuation.
- Contemporary trends and practices of County Counsel Office operations.
- Legal research methods.

**Ability to:**

- Perform the more complex professional legal and legal research work.
- Plan, organize, direct, and review the work of assigned staff.
- Analyze facts and apply legal principles and precedents to specific local government problems.
- Perform complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations.
- Prepare clear, concise and complete legal documentation and reports, correspondence and other written materials.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- 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.
- Interpret, explain and apply County Personnel Rules, policies and MOUs.
- Effectively represent the County Counsel's Office with the public, courts, law enforcement agencies and other government jurisdictions.
- Maintain significant flexibility in daily operations and decision making.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Work with considerable independence and initiative while exercising good judgement in recognizing scope of authority.



## ASSISTANT COUNTY COUNSEL – 4

### **Ability to continued:**

- Use tact, initiative, prudence and independent judgement within general policy procedural and legal guidelines.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Deal tactfully and courteously with the public, representatives of other agencies, and other County staff.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Ability to maintain and take appropriate steps to preserve confidentiality.

### **TRAINING AND EXPERIENCE**

#### **Experience:**

Three (3) years of increasingly responsible experience with a public agency civil or administrative law at a level comparable to an Assistant County Counsel,

OR

Five (5) years of progressively responsible experience as an attorney in a county counsel's office, city attorney's office, or other civil public law office, two (2) years of which must have involved the supervision of legal staff.

Experience in contracts, land use, planning, labor and /or employment law are highly desirable.

#### **Education:**

Graduation from a recognized law school, or the completion of an equivalent program certified by the California State Bar Association required.

#### **Special Requirements:**

- Active membership in good standing with the California State Bar Association is required.
- Admission to practice before state and federal courts.
- Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's 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.

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## **DEPUTY COUNTY COUNSEL I**

### **DEFINITION**

Under direction, to perform the less difficult professional legal work in the County Counsel's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Deputy County Counsel class series. Incumbents are typically assigned the less difficult and less controversial civil matters. Incumbents may expect to qualify for the next higher level of Deputy County Counsel II when they are regularly assigned more difficult and complex legal work and have completed one (1) year as a Deputy County Counsel I.

### **REPORTS TO**

County Counsel.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **DEPUTY COUNTY COUNSEL I - 2**

### **EXAMPLES OF DUTIES**

- Confers with, and advises County Departments on routine legal questions.
- Drafts ordinances, contracts, leases, and resolutions, and other legal measures, submitting them to other Department legal staff for review and discussion.
- Develops recommendations concerning the advisability to prosecute, compromise, or dismiss civil litigation.
- Discusses cases with other legal staff.
- Performs legal research.
- May prosecute and defend legal actions against the County and its subdivisions before all courts and various administrative bodies.
- May investigate claims and potential lawsuits.
- May be delegated to serve as legal counsel and attend meetings of boards and commissions.
- Provides legal support for the Public Guardian Department.
- Dictates briefs and correspondence.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

## DEPUTY COUNTY COUNSEL I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- California and federal statutes and cases and their application to governmental jurisdictions.
- The principles of Civil, Constitutional, and Administrative Law.
- Legal research methods.

#### Ability to:

- Analyze facts and apply legal principles and precedents to specific local government problems.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Draft and edit ordinances, contracts, and legal instruments.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Active membership in the State Bar of California.

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

## **DEPUTY COUNTY COUNSEL II**

### **DEFINITION**

Under general direction, to perform professional legal work in the interpretation and application of laws for the County of Plumas and its various subdivisions; to perform legal research and represent the County Counsel's Office in assigned legal proceedings and transactions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced journey level in the Deputy County Counsel class series. Incumbents are typically assigned a wide range of civil matters and cases. Also, they are expected to complete legal assignments with minimal assistance.

### **REPORTS TO**

County Counsel.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **DEPUTY COUNTY COUNSEL II - 2**

### **EXAMPLES OF DUTIES**

- Serves as legal counsel and attends meetings of boards and commissions.
- Performs legal research.
- Investigates claims and potential law suits.
- Drafts and edits ordinances, resolutions, contracts, leases, deeds, and other legal instruments.
- Prosecutes legal action on behalf of, and defends actions against, the County and its subdivisions before all courts and various administrative bodies.
- Confers with and advises officers of County Departments and representatives of special districts on questions pertaining to their respective powers, duties, functions, and obligations.
- Provides legal support for the Public Guardian Department.
- Dictates briefs and correspondence.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

## DEPUTY COUNTY COUNSEL II - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- California and federal statutes and cases and their application to governmental jurisdictions.
- The principles of Civil, Constitutional, and Administrative Law.
- Legal research methods.

#### **Ability to:**

- Analyze facts and apply legal principles and precedents to specific local government problems.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Draft and edit ordinances, contracts, and legal instruments.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience in the practice of civil law comparable to that of a Deputy County Counsel I with the County of Plumas.

#### **Special Requirements:**

Active membership in the State Bar of California.

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

## **DEPUTY COUNTY COUNSEL III**

### **DEFINITION**

Under general direction, to perform the more difficult and complex professional legal work in the interpretation and application of laws for the County of Plumas and its various subdivisions; to perform legal research and represent the County Counsel's Office in assigned legal proceedings and transactions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Deputy County Counsel class series. Incumbents are assigned the more difficult and complex civil matters and cases, as well as the full scope of legal assignments performed by the County Counsel's Office. They are expected to complete legal assignments with minimal guidance and assistance.

### **REPORTS TO**

County Counsel.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## **DEPUTY COUNTY COUNSEL III - 2**

### **EXAMPLES OF DUTIES**

- Serves as legal counsel and attends meetings of boards and commissions.
- Performs the more difficult and complex legal research.
- Investigates claims and potential law suits.
- Drafts and edits ordinances, resolutions, contracts, leases, deeds, and other legal instruments.
- Prosecutes legal action on behalf of, and defends actions against, the County and its subdivisions before courts of origin, appellate courts, and various administrative bodies.
- Confers with and advises officers of County Departments and representatives of special districts on questions pertaining to their respective powers, duties, functions, and obligations.
- May have on-going responsibility for serving as legal advisor to a specific County Board or Commission such as LAFCO or the Planning Commission.
- Provides legal support for the Public Guardian Department.
- Dictates briefs and correspondence.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

## DEPUTY COUNTY COUNSEL III - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- California and federal statutes and codes and their application to governmental jurisdictions.
- The principles of Civil, Constitutional, and Administrative Law.
- Legal research methods.

#### **Ability to:**

- Analyze facts and apply legal principles and precedents to specific local government problems.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Draft and edit ordinances, contracts, and legal instruments.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of experience in the practice of civil law comparable to that of a Deputy County Counsel II with the County of Plumas.

**Special Requirements:** Active membership in the State Bar of California. Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

# Exhibit B

Deputy County Counsel I  
Current wage range -2607

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
		Current				
Regular wages 2607		\$ 54,246.00	\$ 56,971.00	\$ 59,821.00	\$ 62,816.00	\$ 65,957.00
Deputy County Counsel I		\$ -				
Retirement (Classic Rate)		\$ 12,117.47	\$ 12,726.18	\$ 13,362.81	\$ 14,031.84	\$ 14,733.47
FICA / Medicare		\$ 4,149.82	\$ 4,358.28	\$ 4,576.31	\$ 4,805.42	\$ 5,045.71
<b>Total</b>		<b>\$ 70,513.29</b>	<b>\$ 74,055.46</b>	<b>\$ 77,760.12</b>	<b>\$ 81,653.26</b>	<b>\$ 85,736.19</b>
Proposed						
Deputy Count Counsel I - 3073		\$ 63,918.00	\$ 67,122.00	\$ 70,491.00	\$ 74,027.00	\$ 77,730.00
Retirement (Classic Rate)		\$ 14,278.00	\$ 14,993.71	\$ 15,746.28	\$ 16,536.15	\$ 17,363.33
FICA/Medicare		\$ 4,889.73	\$ 5,134.83	\$ 5,392.56	\$ 5,663.07	\$ 5,663.07
<b>Total</b>		<b>\$ 83,085.73</b>	<b>\$ 87,250.55</b>	<b>\$ 91,629.84</b>	<b>\$ 96,226.22</b>	<b>\$ 100,756.39</b>
Five Year Differential	Difference	\$ (12,572.44)				
			\$ (13,195.08)			
				\$ (13,869.72)		
					\$ (14,572.95)	
						\$ (15,020.21)
Five year increase to Personnel Budget	\$ (69,230.40)					

Deputy County Counsel II  
Current wage range -2875

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	Current				
Regular wages	\$ 59,800.00	\$ 62,795.00	\$ 65,936.00	\$ 69,243.00	\$ 72,717.00
Deputy County Counsel II	\$ -				
Retirement (Classic Rate)	\$ 13,358.12	\$ 14,027.15	\$ 14,728.78	\$ 15,467.50	\$ 16,243.52
FICA / Medicare	\$ 4,574.70	\$ 4,803.82	\$ 5,044.10	\$ 5,297.09	\$ 5,562.85
<b>Total</b>	<b>\$ 77,732.82</b>	<b>\$ 81,625.96</b>	<b>\$ 85,708.89</b>	<b>\$ 90,007.59</b>	<b>\$ 94,523.37</b>
Deputy County Counsel II					
Proposed wage 3228	\$ 67,142.00	\$ 70,512.00	\$ 74,048.00	\$ 77,750.00	\$ 81,640.00
	<b>\$ 14,998.18</b>	<b>\$ 15,750.97</b>	<b>\$ 16,540.84</b>	<b>\$ 17,367.80</b>	<b>\$ 18,236.74</b>
	\$ 5,136.36	\$ 5,394.17	\$ 5,664.67	\$ 5,947.88	\$ 5,947.88
<b>Total</b>	<b>\$ 87,276.54</b>	<b>\$ 91,657.14</b>	<b>\$ 96,253.51</b>	<b>\$ 101,065.67</b>	<b>\$ 105,824.62</b>
Five Year Differential	Difference				
	\$ (9,543.72)	\$ (10,031.17)			
			\$ (10,544.63)		
				\$ (11,058.08)	
					\$ (11,301.24)
Five year increase to Personnel Budget	\$ (52,478.84)				

Prepared on March 30, 2017

Deputy County Counsel III  
Current wage range -3166

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
		Current				
Regular wages		\$ 65,853.00	\$ 69,160.00	\$ 72,634.00	\$ 76,274.00	\$ 80,101.00
Deputy County Counsel III		\$ -				
Retirement (Classic Rate)		\$ 14,710.24	\$ 15,448.96	\$ 16,224.98	\$ 17,038.09	\$ 17,892.96
FICA / Medicare		\$ 5,037.75	\$ 5,290.74	\$ 5,556.50	\$ 5,834.96	\$ 6,127.73
<b>Total</b>		<b>\$ 85,601.00</b>	<b>\$ 89,899.70</b>	<b>\$ 94,415.48</b>	<b>\$ 99,147.05</b>	<b>\$ 104,121.69</b>
Deputy County Counsel III						
Proposed wage 3738		\$ 77,750.00	\$ 81,640.00	\$ 85,738.00	\$ 90,043.00	\$ 94,557.00
Retirement (Classic Rate)		\$ 17,367.80	\$ 18,236.74	\$ 19,152.15	\$ 20,113.81	\$ 21,122.14
FICA/Medicare		\$ 5,947.88	\$ 6,245.46	\$ 6,558.96	\$ 6,888.29	\$ 7,200.00
<b>Total</b>		<b>\$ 101,065.67</b>	<b>\$ 106,122.20</b>	<b>\$ 111,449.11</b>	<b>\$ 117,045.09</b>	<b>\$ 122,567.43</b>
Five Year Differential	Difference	\$ (15,464.67)				
			\$ (16,222.50)			
				\$ (17,033.63)		
					\$ (17,898.05)	
						\$ (18,445.74)
Five year increase to Personnel Budget	\$ (85,064.59)					

Revised April 11, 2017

Assistant County Counsel  
Wage range - 4370

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	New Range				
Regular wages	\$ 90,896.00	\$ 95,451.00	\$ 100,235.00	\$ 105,248.00	\$ 110,510.00
Assistant County Counsel	\$ -				
Retirement (Classic Rate)	\$ 20,304.35	\$ 21,321.84	\$ 22,390.49	\$ 23,510.30	\$ 24,685.72
FICA / Medicare	\$ 6,953.54	\$ 7,302.00	\$ 7,667.98	\$ 8,051.47	\$ 8,454.02
<b>Total</b>	<b>\$ 118,153.89</b>	<b>\$ 124,074.85</b>	<b>\$ 130,293.47</b>	<b>\$ 136,809.77</b>	<b>\$ 143,649.74</b>
ER health insurance					
Family Rate (12 month value)	\$ 17,832.00				
<b>Total</b>					
Five Year Differential	Difference				
	\$ 118,153.89	\$ 124,074.85			
			\$ 130,293.47		
				\$ 136,809.77	
					\$ 143,649.74
Five year increase to Personnel Budget	\$ 652,981.72				

Prepared on March 30, 2017

**PLUMAS COUNTY  
BOARD  
OF  
SUPERVISORS**

**PLUMAS COUNTY  
COUNSEL**  
(R. Craig Settlemyre)

**PARALEGAL III**  
(Mari Snyder)

**ASSISTANT COUNTY  
COUNSEL, or  
DCC I, or  
DCC II, or  
DCC III**  
(Vacant)



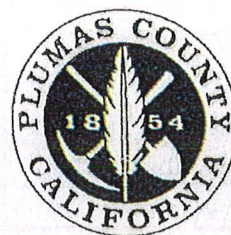
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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** April 9, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 18, 2017.

**RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATION WAGE RANGES FOR DEPUTY DISTRICT ATTORNEY I RANGE 3038, DEPUTY DISTRICT ATTORNEY II RANGE 3190, DEPUTY DISTRICT ATTORNEY RANGE 3694, DEPUTY DISTRICT ATTORNEY RANGE 4277, AND AMEND FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR DISTRICT ATTORNEY DEPARTMENT #70301**

### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt Resolution to amend job classification wage ranges for the Deputy District Attorney I/II/III series and the Assistant District Attorney to reflect competitive wage ranges for these positions.

The Board of Supervisor has previously approved Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Deputy District Attorney I, II or III position at the amended ranges. At this time, we would like to ask to approve adding the Assistant District Attorney to the current recruitment.

### **BACKGROUND AND DISCUSSIONS**

I was asked to review the positions of the Deputy District Attorney's and provide a wage survey of these positions. After review of the ten counties comparable wages for these positions, I am requesting we update the wage ranges for the Plumas County's Deputy District Attorney I/II/III and the Assistant District Attorney. Surveys of the ten (10) county comparable wages indicate Plumas County wages are the lowest throughout the Counties. See survey table on page 2 for comparable base hourly wages.

**Updated Classification Wage Survey:  
Assistant District Attorney / Deputy District Attorney Series**

Position Title:	Assistant District Attorney	Deputy District Attorney	II	III	IV
County					
Amador		\$ 36.13	\$ 39.68	\$ 43.71	\$ 48.00
Calaveras	\$ 43.80	\$ 30.64	N/A	\$ 40.21	
Colusa	\$ 43.09	\$ 28.93	\$ 31.95	\$ 35.27	
Del Norte	\$ 45.52	\$ 28.62	\$ 33.13	\$ 36.53	
Glenn	\$ 39.40	\$ 29.21	\$ 32.28	\$ 35.66	
Inyo	\$ 54.94	\$ 32.84	\$ 34.52	\$ 37.13	
Lassen	\$ 36.86	\$ 29.42	N/A	N/A	
San Benito	\$ 43.06	\$ 28.15	\$ 32.59	\$ 37.74	
Tehama	\$ 42.86	\$ 30.21	\$ 33.35	\$ 36.83	\$ 40.64
Tuolumne	\$ 51.48	\$ 29.60	\$ 34.03	\$ 38.36	\$ 42.81
Sum	\$ 401.01	\$ 303.75	\$ 271.53	\$ 341.44	\$131.45
Average	\$ 44.56	\$ 30.38	\$33.94	\$ 37.94	
Plumas	\$ 33.62	\$ 25.15	\$ 27.74	\$ 30.56	
Proposed	42.77	\$ 30.38	\$ 31.90	\$ 36.94	N/A

*Plumas 2%*

Effective 7/1/2017 \$ 34.60 \$ 25.64 \$ 28.29 \$ 31.17

Even with the anticipated 2% COLA for July 1, 2017, these wages fall way below the average wage ranges in the comparable counties.

I recommend amending our job classification plan to increase the base wage ranges as follows:

- Deputy District Attorney I- range 2038
- Deputy District Attorney II – range 3190
- Deputy District Attorney III – range 3694
- Assistant District Attorney – range 4277

Recommendations are based on the work experience needed to move from the Deputy District Attorney I to a Deputy District Attorney II by using the recommended base rate for the District Attorney I wage increase. The Deputy District Attorney III needs four years of professional legal experience comparable to that of a Deputy District Attorney II with Plumas County. Based on this needed experience, the base range would be 3694 for the Deputy District Attorney III. The experience required for an Assistant District Attorney job classification requires seven (7) years of professional legal experience comparable to that of a Deputy District Attorney III position with Plumas County. These job descriptions for the Deputy District Attorney I/II/III series and Assistant District Attorney are attached for your review.

The attached five year cost projections are attached for an overview of the cost associated with these positions. I recommend the wage range adjustments to these classifications in an effort to be competitive and recruit qualified candidates for our District Attorney Department. This is crucial for the purpose of addressing the needs of the criminal justice system and related work done in this department. The District Attorney is a general funded department, with some special grants to administer.

I have also been asked to request updating the Fiscal Year 2016/2017 Position Allocation to flexibly allocate the job classifications of Senior District Attorney Investigator, District Attorney Investigator, Investigative Specialist or Investigative Assistant. The request is to allocate these four job classifications together in order to fill as needed based on the department's workload. This is only a change needed to the current Fiscal Year 2016/2017 position allocation.

A meet and confer was coordinated with Operating Engineers Union Local #3 and there are no objections to these changes.

**Exhibit A:**

- Updated Classification Wage Survey Assistant District Attorney / Deputy District Attorney I/II/III
- Plumas County District Attorney's Office Organizational Chart 2016/2017

**Exhibit B Job Descriptions:**

- Deputy District Attorney I
- Deputy District Attorney II
- Deputy District Attorney III
- Assistant District Attorney

**Exhibit C Five year cost projections current and proposed wage ranges:**

- Deputy District Attorney I
- Deputy District Attorney II
- Deputy District Attorney III
- Assistant District Attorney

Thank you for reviewing and considering this recommended proposal.

RESOLUTION NO. 2017- \_\_\_\_\_

**RESOLUTION TO AMEND PLUMAS COUNTY JOB CLASSIFICATION PLAN WAGE RANGES FOR DEPUTY DISTRICT ATTORNEY I RANGE 3038, DEPUTY DISTRICT ATTORNEY II RANGE 3190, DEPUTY DISTRICT ATTORNEY III RANGE 3694, ASSISTANT DISTRICT ATTORNEY RANGE 4277 AND AMEND FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR DISTRICT ATTORNEY DEPARTMENT #70301**

**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**, this position is necessary in the daily operational needs of the District Attorney's Department; and

**WHEREAS**, the Human Resources Director has amended the job classification plan and wage ranges for Deputy District Attorney I range 3038, Deputy District Attorney II range 3190, Deputy District Attorney III range 3694, Assistant District Attorney range 4277; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2016-2017 Position Allocation for fund #70301; and

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

1. Approve amended job classifications for Deputy District Attorney I range 3038, Deputy District Attorney II range 3190, Deputy District Attorney III range 3694, Assistant District Attorney range 4277.
2. Approve the amendments to the Fiscal Year 2016/2017 Position Allocation to flexibly allocate the following positions:

<u>District Attorney #70301</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
Senior District Attorney Investigator, or District Attorney Investigator, or Investigative Specialist, or Investigative Assistant	1.84	1.84

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 18<sup>th</sup> day of April, 2017 by the following vote:

**AYES:** Supervisors:  
**NOES:** Supervisors:  
**ABSENT:** Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors

# Exhibit A



# Updated Classification Wage Survey: Assistant District Attorney / Deputy District Attorney Series

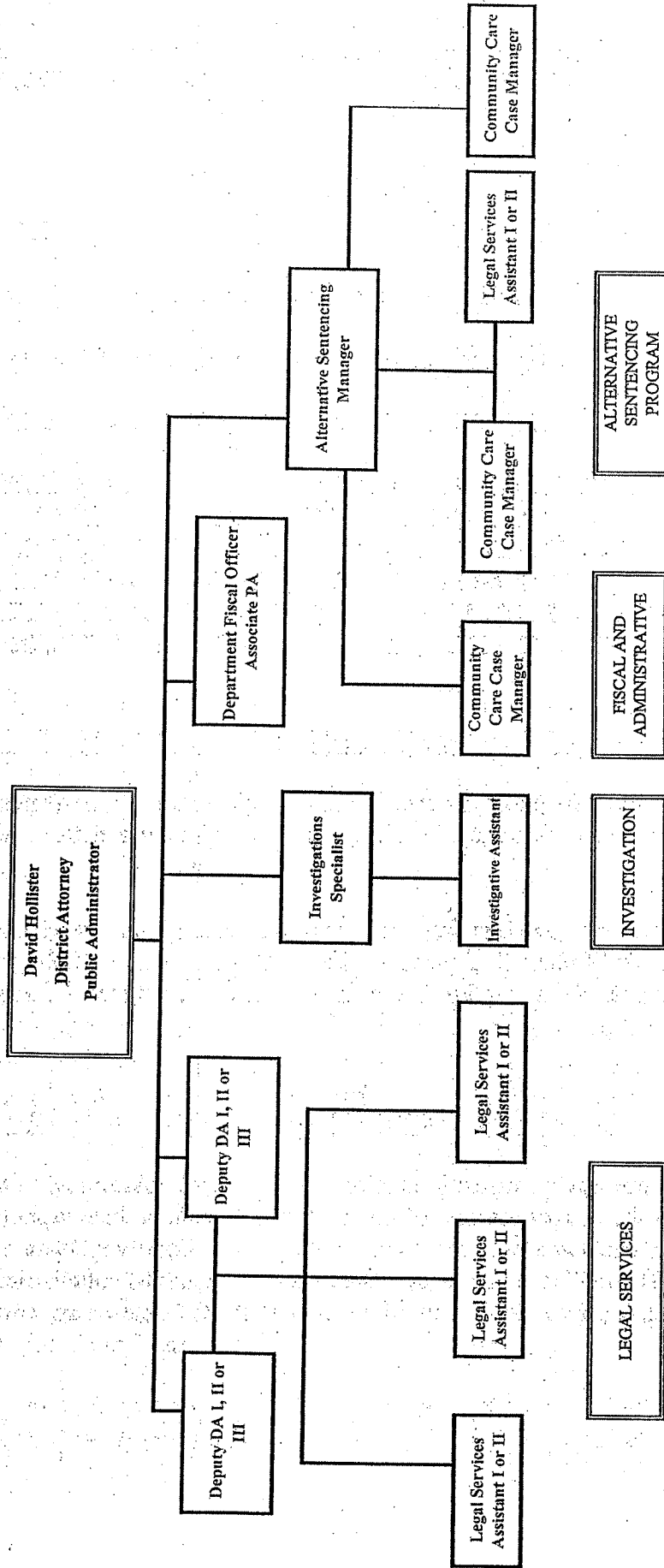
Position Title:	Assistant District Attorney	Deputy District Attorney (DDA) I	DDA II	DDA III	DDA IV
County					
Amador		\$ 36.13	\$ 39.68	\$ 43.71	\$ 48.00
Calaveras	\$ 43.80	\$ 30.64	N/A	\$ 40.21	
Colusa	\$ 43.09	\$ 28.93	\$ 31.95	\$ 35.27	
Del Norte	\$ 45.52	\$ 28.62	\$ 33.13	\$ 36.53	
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Tuolumne	\$ 51.48	\$ 29.60	\$ 34.03	\$ 38.36	\$ 42.81
Sum	\$ 401.01	\$ 303.75	\$ 271.53	\$ 341.44	\$ 131.45
Average	\$ 44.56	\$ 30.38	\$ 33.94	\$ 37.94	
Plumas	\$ 33.62	\$ 25.15	\$ 27.74	\$ 30.56	
Proposed	\$42.77	\$30.38	\$ 31.90	\$ 36.94	N/A

Plumas 2% 7/1/2017 \$ 34.60 \$ 25.64 \$ 28.29 \$ 31.17

Prepare on April 10, 2017  
Plumas County

Plumas County District Attorney's Office  
Organizational Chart

2016-17



# Exhibit B



## DEPUTY DISTRICT ATTORNEY I

### DEFINITION

Under direction, to perform the less difficult professional legal work in the District Attorney's Office; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy District Attorney class series. Incumbents are typically assigned the less difficult and less controversial criminal and family support matters. Incumbents may expect to qualify for the next higher level of Deputy District Attorney II when they are regularly assigned more difficult and complex legal work and have completed one (1) year as a Deputy District Attorney I.

### REPORTS TO

District Attorney.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## **DEPUTY DISTRICT ATTORNEY I - 2**

### **EXAMPLES OF DUTIES**

- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases.
- Prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Prepares and reviews correspondence.
- Advises the public on legal problems as directed.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

## DEPUTY DISTRICT ATTORNEY I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

#### Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

**Special Requirements:** Active membership in the State Bar of California.

## **DEPUTY DISTRICT ATTORNEY II**

### **DEFINITION**

Under direction, to perform a variety of professional legal work in the District Attorney's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced level in the Deputy District Attorney class series. Incumbents are typically assigned the full scope of criminal and family support matters. This class differs from Deputy District Attorney I in that assignments are performed with more independence and delegation of responsibility.

### **REPORTS TO**

District Attorney.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **DEPUTY DISTRICT ATTORNEY II - 2**

### **EXAMPLES OF DUTIES**

- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases; prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Develops requisite information and presents family support cases.
- Prepares and reviews correspondence.
- Handles appeals as delegated.
- Advises the public on legal problems as directed.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

## DEPUTY DISTRICT ATTORNEY II - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

#### Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

One (1) year of professional legal experience comparable to that of a Deputy District Attorney I with Plumas County.

**Special Requirements:** Active membership in the State Bar of California.

## DEPUTY DISTRICT ATTORNEY III

### DEFINITION

Under direction, to perform the more difficult and complex professional legal work in the District Attorney's Office; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy District Attorney class series. Incumbents are assigned the more difficult and complex legal cases, as well as the full scope of criminal and family support matters. This class differs from Deputy District Attorney II in that incumbents are assigned more complex legal work. They may also perform lead responsibilities.

### REPORTS TO

District Attorney.

### CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction for other professional legal staff.

## **DEPUTY DISTRICT ATTORNEY III - 2**

### **EXAMPLES OF DUTIES**

- Performs specialized and complex legal cases and research.
- Provides lead direction for other professional staff.
- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases.
- Prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Develops requisite information and presents family support cases.
- Prepares and reviews correspondence.
- Handles appeals as delegated.
- Advises the public on legal problems as directed.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.



## DEPUTY DISTRICT ATTORNEY III - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

#### Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Provide lead direction for other staff.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Four (4) years of professional legal experience comparable to that of a Deputy District Attorney II with Plumas County.

**Special Requirements:** Active membership in the State Bar of California.

## **ASSISTANT DISTRICT ATTORNEY**

### **DEFINITION**

Under minimal administrative direction performs the more difficult and complex legal work in the District Attorney's office; provides lead direction to subordinate staff and performs supervisory and decision making functions in the District Attorney's absence; provides legal services in civil and/or criminal law.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished as the assistant department head in the office of the District Attorney. The incumbent performs the more difficult and complex legal cases, as well as the full scope of responsibility for the lead direction of subordinate staff involved in criminal legal work, and performs supervisory and decision-making functions in the absence of the District Attorney.

### **REPORTS TO**

District Attorney

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Exercises lead direction over all legal, supervisory and clerical staff in the coordination of daily office operations in the absence of the District Attorney.

## ASSISTANT DISTRICT ATTORNEY - 2

### EXAMPLES OF DUTIES

- Represents the District Attorney in his/her absence as required.
- Recommends and assists in the implementation of goals and objectives for the division.
- Establishes schedules and methods for daily operations.
- Implements division policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of legal, supervisory and clerical staff as assigned.
- Receives complaints filed by arresting officers or complainants and reviews and analyzes the evidence.
- Interviews witnesses.
- Determines whether or not a crime has been committed, the nature of the crime and whether or not the evidence justifies prosecution.
- Orders investigations and subpoenas.
- Reviews search warrants.
- Supervises and assists with case investigations.
- Prepares briefs and legal opinions.
- Appears in court to arraign cases.
- Participates in pre-trial conferences, motion, preliminary hearing and trials.
- Meets and negotiates with defense attorneys on cases as needed.
- Researches and reviews laws as they impact cases pending.
- Prepares pleadings and other papers in connection with suits, trials, hearings and similar legal proceedings.
- Makes decisions, subject to the review of the District Attorney, concerning advisability to pursue, compromise or dismiss criminal prosecution.
- Determines and makes appropriate legal motions and institutes other legal actions on behalf of the County.
- Prepares and presents cases for trial.
- Review cases for appeal.
- Reviews and prepares asset forfeiture cases.
- Coordinates activities with departments and outside agencies and organizations as appropriate.
- Attends and participates in meetings and activities of professional groups and committees.
- Maintains on-call availability at all hours of the day and night for law enforcement inquiries, but not limited to search warrant review, probable cause questions, crime identification questions, etc.
- Performs general office/administrative work as required, including preparing reports, legal documents and correspondence, attending meetings, etc.
- Performs related duties as required.

## **ASSISTANT DISTRICT ATTORNEY - 3**

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Pertinent federal, state and county laws and regulations.
- Legal principles and practices with an emphasis on the Rules of Evidence and the Penal Code of the State of California.
- Legal research, terminology and procedures.
- Principles of training, supervision and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs policies and operational needs.
- English usage, spelling, grammar and punctuation.
- Modern office practices and technology, including the use of computers for data and word processing.

#### **Ability to:**

- Plan, organize, interpret and apply legal principles and knowledge to complex legal problems.
- Independently prepare and present difficult felony cases, including capital offense cases.
- Investigate and prosecute criminal complaints.
- Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
- Effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly and logically.
- Interpret and make decision in accordance with laws, regulations and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate the work of staff.

## **ASSISTANT DISTRICT ATTORNEY – 4**

### **Ability to continued:**

- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain records and prepare required reports.

### **Training and Experience:**

Seven (7) years of professional legal experience comparable to that of a Deputy District Attorney III with Plumas County. Significant experience in all types of felony crimes, including but not limited to, homicide, sexual assault, domestic violation, controlled substance trafficking, property crimes, etc.

Should include the preparation and presentation of said felony crimes at all stages of the proceedings including, but not limited to, charging, pre-trial motions, preliminary hearings, and trials.

### **Special Requirements:**

Candidates must be an active member of the State Bar Association.

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

# Exhibit C

# Deputy District Attorney I

Current wage range -2515

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	Current				
Regular wages	\$ 52,312.00	\$ 54,933.00	\$ 60,590.00	\$ 60,590.00	\$ 63,627.00
Deputy District Attorney I	\$ -				
Retirement (Classic Rate)	\$ 10,116.09	\$ 10,622.94	\$ 11,716.89	\$ 11,716.89	\$ 12,304.19
FICA / Medicare	\$ 4,001.87	\$ 4,202.37	\$ 4,635.14	\$ 4,635.14	\$ 4,867.47
<b>Total</b>	<b>\$ 66,429.96</b>	<b>\$ 69,758.32</b>	<b>\$ 76,942.03</b>	<b>\$ 76,942.03</b>	<b>\$ 80,798.65</b>
Deputy District Attorney I					
Proposed wage range 3038	\$ 63,190.00	\$ 66,352.00	\$ 69,680.00	\$ 73,174.00	\$ 76,835.00
Retirement (Classic Rate)	\$ 12,219.68	\$ 12,831.15	\$ 13,474.72	\$ 14,150.39	\$ 14,858.35
FICA/Medicare	\$ 4,834.04	\$ 5,075.93	\$ 5,330.52	\$ 5,597.81	\$ 5,597.81
<b>Total</b>	<b>\$ 80,243.72</b>	<b>\$ 84,259.08</b>	<b>\$ 88,485.24</b>	<b>\$ 92,922.20</b>	<b>\$ 97,291.16</b>
Five Year Differential	Difference				
	\$ (13,813.75)				
		\$ (14,500.76)			
			\$ (11,543.21)		
				\$ (15,980.17)	\$ (16,492.51)
Five year Increase to Personnel Budget	\$ (72,330.40)				

Prepared on April 9, 2017

Deputy District Attorney II  
Current wage range -2774

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	Current				
Regular wages	\$ 57,699.00	\$ 60,590.00	\$ 63,627.00	\$ 66,810.00	\$ 70,158.00
Deputy District Attorney II	\$ -				
Retirement (Classic Rate)	\$ 11,157.83	\$ 11,716.89	\$ 12,304.19	\$ 12,919.72	\$ 13,567.15
FICA/Medicare	\$ 4,413.97	\$ 4,635.14	\$ 4,867.47	\$ 5,110.97	\$ 5,367.09
<b>Total</b>	<b>\$ 73,270.81</b>	<b>\$ 76,942.03</b>	<b>\$ 80,798.65</b>	<b>\$ 84,840.68</b>	<b>\$ 89,092.24</b>
Deputy District Attorney II					
Proposed wage 3190	\$ 66,352.00	\$ 69,680.00	\$ 73,174.00	\$ 76,835.00	\$ 80,683.00
Retirement (Classic Rate)	\$ 12,831.15	\$ 13,474.72	\$ 14,150.39	\$ 14,858.35	\$ 15,602.48
FICA/Medicare	\$ 5,075.93	\$ 5,330.52	\$ 5,597.81	\$ 5,877.88	\$ 6,163.36
<b>Total</b>	<b>\$ 84,259.08</b>	<b>\$ 88,485.24</b>	<b>\$ 92,922.20</b>	<b>\$ 97,571.23</b>	<b>\$ 102,163.36</b>
Five Year Differential					
	\$ (10,988.27)	\$ (11,543.21)	\$ (12,123.54)	\$ (12,730.55)	\$ (13,071.12)
Five year Increase to Personnel Budget	\$ (60,456.69)				

Prepared on April 9, 2017



# Deputy District Attorney III

Current wage range -3056

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Regular wages	Current				
Deputy District Attorney III	\$ 63,565.00	\$ 66,747.00	\$ 70,096.00	\$ 73,611.00	\$ 77,293.00
Retirement (Classic Rate)	\$ -				
FICA / Medicare	\$ 12,292.20	\$ 12,907.53	\$ 13,555.16	\$ 14,234.90	\$ 14,946.92
	\$ 4,862.72	\$ 5,106.15	\$ 5,362.34	\$ 5,631.24	\$ 5,912.91
Total	\$ 80,719.92	\$ 84,760.68	\$ 89,013.51	\$ 93,477.14	\$ 98,152.83
Deputy District Attorney III					
Proposed wage 3694	\$ 76,835.00	\$ 80,683.00	\$ 84,718.00	\$ 88,962.00	\$ 93,413.00
Retirement (Classic Rate)	\$ 14,858.35	\$ 15,602.48	\$ 16,382.77	\$ 17,203.47	\$ 18,064.21
FICA/Medicare	\$ 5,877.88	\$ 6,172.25	\$ 6,480.93	\$ 6,805.59	\$ 7,126.80
Total	\$ 97,571.23	\$ 102,457.73	\$ 107,581.69	\$ 112,971.06	\$ 118,582.80
Five Year Differential					
Difference	\$ (16,851.31)				
	\$ (17,697.05)				
		\$ (18,568.19)			
			\$ (19,493.93)		
				\$ (20,129.96)	
Five year increase to Personnel Budget	\$ (92,740.43)				

Prepared on April 9, 2017

# Assistant District Attorney

Current wage range -3362

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	Current				
Regular wages	\$ 69,930.00	\$ 73,445.00	\$ 77,126.00	\$ 80,995.00	\$ 85,051.00
Assistant District Attorney	\$				
Retirement (Classic Rate)	\$ 13,523.06	\$ 14,202.79	\$ 14,914.63	\$ 15,662.81	\$ 16,447.16
FICA/Medicare	\$ 5,349.65	\$ 5,618.54	\$ 5,900.14	\$ 6,196.12	\$ 6,506.40
<b>Total</b>	<b>\$ 88,802.71</b>	<b>\$ 93,266.34</b>	<b>\$ 97,940.76</b>	<b>\$ 102,853.93</b>	<b>\$ 108,004.56</b>
Assistant District Attorney					
Proposed wage 4277	\$ 88,962.00	\$ 93,413.00	\$ 98,093.00	\$ 103,002.00	\$ 108,160.00
Retirement (Classic Rate)	\$ 17,203.47	\$ 18,064.21	\$ 18,969.22	\$ 19,918.53	\$ 20,915.98
FICA/Medicare	\$ 6,805.59	\$ 7,146.09	\$ 7,504.11	\$ 7,879.65	\$ 8,279.65
<b>Total</b>	<b>\$ 112,971.06</b>	<b>\$ 118,623.30</b>	<b>\$ 124,566.34</b>	<b>\$ 130,800.18</b>	<b>\$ 136,955.63</b>
Five Year Differential	Difference				
	\$ (24,168.36)	\$ (25,356.96)	\$ (26,625.57)	\$ (27,946.25)	\$ (28,951.07)
Five year increase to Personnel Budget	\$ (133,048.21)				

Prepared on April 9, 2017

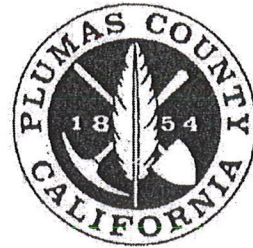
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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** April 9, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 18, 2017.

**RE: ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB CLASSIFICATIONS PLAN & WAGE RANGES FOR SOCIAL SERVICES DEPARTMENT**

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approves Resolution to amend Plumas County's classification plan revising Social Services recommended job classifications and wage range adjustments as outlined in the Exhibits A through F.

Adopt Resolution to amend the Plumas County job classification and wage plan as outlined in the attached Resolution.

### **BACKGROUND AND DISCUSSIONS**

Plumas County's Social Services Department has requested a classification and wage review in order to update the department's job classifications as recommended by Merit Systems Services (MSS) and wage ranges as recommended by survey results. Attached are the Social Worker classification series and the attached job classifications. The first phase of job classifications submitted for review, focused primarily on the Social Worker series, Eligibility Specialist series, and the Staff Services Specialist.

Social Services falls under the governance of the California Merit System Services (MMS) with classification review support through CPS HR. These entities have provided classification reviews and recommendations for updating job descriptions for Plumas County's Department of Social Services. The wage range recommendations are based on Plumas County's salary surveys using our ten comparable county classification wages and Plumas County's job classification wage ranges comparing to similar position requirements. These classifications recommendations are based on the MSS recommendations and were reviewed by MSS.

The Social Services Director sites low wages as a reason for problems with employee retention. The staff turnover has been a challenge for this department. CPS HR has provided past reviews and more current job classification updates. These job classification updates and wage analysis has been long overdue. I have utilized CPS HR Consulting's classification tables and my proposed changes are consistent with current MSS recommendations for the Social Worker job classifications series. What I am proposing as updated job descriptions for Social Services job classifications, are the recommended updates to the series job descriptions as prepared by Merit Systems. These recommendations have been reviewed by the Director of Social Services and all feedback has been incorporated into the attached job descriptions.

The attached job classifications are Fiscal Year 2016/2017 allocated positions for Plumas County's Social Services Department. The Senior Social Worker job description is recommended to have two salary ranges for this classification. The use of these salary ranges are specified in the training and experience section of this job description and now offers two distinct wage ranges based on qualifications. This will provide more opportunity for career growth with the relevant salary to attract more qualified candidates for the Social Worker series job classifications.

### **Social Worker Series Exhibit A**

- Table overview of Position title, job description, recommended wage range and OE3 designated unit.
- Ten County Comparable Wage Survey, including survey's average, current Plumas wages, and the proposed wage ranges updated Social Worker series:
  - Social Services Aide, range 1510
  - Social Worker I, range 1950
  - Social Worker II, range 2150
  - Social Worker III, range 2350
  - Senior Social Worker, Ranges A & B, range A 2450 & B 2680
  - Social Services Supervisor I, range 2565
  - Social Services Supervisor II, range 2960 \*OE3 recommends 3050

### **Staff Services Specialist Exhibit B:**

In addition to the Social Worker classification series, I am requesting review of a new job classification, Staff Services Specialist per the request of Social Services Director. A few years ago, the Social Services Director requested Merit System Services (MSS) conducted a classification study of an encumbered Secretary III position. The duties of the position have evolved reaching increased levels of complexity and significantly greater levels of independence, particularly as it pertains to the operation of the IHSS CMIPS computer system.

The study concluded that the position should be reclassified to the Staff Services Specialist class. This job classification is an existing Merit Systems position and the department has requested this position to be added to their position allocation, requiring a meet and confer and Board of Supervisors approval. Once approved this new job description will be added to Plumas County's existing job classifications and to the General Unit of OE3.

The recommended wage range is based on the 10 County comparable surveys and also a review of Plumas County comparable job classifications.

Attached documents:

- Table overview of Position title, job description, recommended wage range and OE3 designated unit.
- Ten County Comparable Wage Survey, including survey's average, current Plumas wage, and the proposed wage ranges.
- New Job Description for Staff Services Specialist, Range 2022
- Merit System Services Study

### **Eligibility Specialist Series Exhibit C:**

The Eligibility Worker classification series (EW I, II, III, and Supervisor) was scheduled for a State wide job analysis/classification study in 2013, at the request of the California welfare directors. This request was postponed in 2013 due to the pending implementation of the Affordable Care Act (ACA) and the unknown impact of the Health Care Reform on this classification series. So the actual timeline for the study to commence was in September of 2014 and recently concluded with finalizing classification's report with class specs in June 2016.

Plumas County has this classification titled as Benefits Assistance Counselor and the series includes BAS I, II, III and a Supervisor. The new recommended job description and job title of the Eligibility Specialist series is a better match for the duties and requirements for these positions. Therefore, these job descriptions have been updated reflecting the MSS recommendations and the salary surveys completed with new proposed wage ranges for this updated series.

The Merit System Services Eligibility Worker Classification Study Report is attached for your review.

Attached documents:

- Table overview of Position titles, job description, recommended wage ranges and OE3 designation of General or Mid-Management Units.
- Ten County Comparable Wage Survey, including survey's average, current Plumas wage, and the proposed wage ranges.
- New Job Description for Eligibility Specialist series:
  - Eligibility Specialist I, range 1410
  - Eligibility Specialist II, range 1550
  - Eligibility Specialist III, range 1729
  - Eligibility Specialist Supervisor, range 2021

### **Employment & Training Worker Series Exhibit D:**

This is the second phase of my job classification review for the Department of Social Services. Exhibit D is the Employment & Training Worker series classifications and Exhibit E is the Office Assistant job classification series. I have updated job descriptions using input from Merit System Services (MSS) and Director Social Services.

Salary survey results indicate that Plumas County's wages are some of the lowest in our ten (10) county comparable counties. Taking into consideration the average of the salary survey from these results, has provided recommended comparable wage ranges for these job classification series.

**Employment & Training Worker Series - Exhibit D:**

- Table overview of Position title, job description, current wage range, recommended wage range and OE3 designated unit.
- Ten County Comparable Wage Survey, including survey's average, current Plumas wages, and the proposed wage ranges for this job classification series:
  - Employment & Training Worker Supervisor, range 2510
  - Employment & Training Worker I, range 1690
  - Employment & Training Worker II, range 1862
  - Employment & Training Worker III, range 2052

**Office Assistant / Supervisor Series Exhibit E:**

- Table overview of Position title, job description, current wage range, recommended wage range and OE3 designated unit.
- Ten County Comparable Wage Survey, including survey's average, current Plumas wages, and the proposed wage ranges for this job classification series:
  - Office Supervisor, range 1800
  - Office Assistant I, range 1300
  - Office Assistant II, range 1365
  - Office Assistant III, range 1433

**Staff Services Analyst I/II and Information System Technician Exhibit F:**

I updated the job classification for the Information System Technician which just needed a couple of changes, adding the disaster worker clause and the qualifications remain at two years of related education / experience. The proposed wage is an increase from the current wage range for this job classification based on the results of the wage surveys that I conducted.

There are a couple of issues with the Staff Services Analyst positions and this is an attempt to address this job classifications series. I have defined the positions following Merits Systems recommendations and once approved by the Board, we will have a Staff Services Analyst I and Staff Services Analyst II job classifications, with relevant wage ranges. The proposed wage ranges are consistent with comparable County job classifications wage ranges.

- Table overview of Position title, job description, current wage range, recommended wage range and OE3 designated unit.



- Ten County Comparable Wage Survey, including survey's average, current Plumas wages, and the proposed wage ranges for this job classification series:
  - Staff Services Analyst I – range 2095
  - Staff Services Analyst II – range 2310
  - Information System Technician – range 2085

There is a few position classifications that are still need to be addressed for this department and I will bring these back at a later date requesting additional amendments to the job classification plan. Social Services is funded by non-general funds.

I started my review process back in November 2016 and submitted by first phase submission to the Union on January 30, 2017. Attachment A is an overview of Social Services Job Classifications with recommended wage ranges for review. All of these exhibits have been reviewed and approved by the Director of Social Services, Operating Engineers Union Local #3, and the Merit Systems consultant. It is recommended that the Board of Supervisors approves these recommended revised job classification and wage ranges for Social Services Department.

Thank you for considering this request.

RESOLUTION NO. 2017- \_\_\_\_\_

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB  
CLASSIFICATIONS PLAN & WAGE RANGES FOR THE  
SOCIAL SERVICES DEPARTMENT #70590**

**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**, during the Fiscal Year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Director of Social Services requested the Human Resources Director to assist in revising changes to the position classifications and wage ranges as outlined:

- a. Social Services Aide, range 1510
- b. Social Worker I, range 1950
- c. Social Worker II, range 2150
- d. Social Worker III, range 2350
- e. Senior Social Worker, Ranges A & B, range A 2450 & B 2680
- f. Social Services Supervisor I, range 2565
- g. Social Services Supervisor II, range 2960
- h. Staff Services Specialist, Range 2022
- i. Eligibility Specialist I, range 1410
- j. Eligibility Specialist II, range 1550
- k. Eligibility Specialist III, range 1729
- l. Eligibility Specialist Supervisor, range 2021
- m. Employment & Training Worker Supervisor, range 2510
- n. Employment & Training Worker I, range 1690
- o. Employment & Training Worker II, range 1862
- p. Employment & Training Worker III, range 2052
- q. Office Supervisor, range 1800
- r. Office Assistant I, range 1300
- s. Office Assistant II, range 1365
- t. Office Assistant III, range 1433
- u. Staff Services Analyst I – range 2095
- v. Staff Services Analyst II – range 2310
- w. Information System Technician - range 2085

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions and wage ranges; and

**WHEREAS**, the Human Resources Director provided the proposed new and amended job classifications to the Operating Engineers Union Local #3 and has met the obligation of meet and confer.



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

The job descriptions for the classifications attached hereto are approved, and the County's classification plan is hereby amended at the wage ranges listed for these 1.0 FTE funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 18<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board

# Overview of Social Services Organization - List of Classifications - Attachment A

Position Title	Job Description Status	Current	Wage Range	OE3
<b>Exhibit A</b>				
Children Protective Services & Adult Protective Services:				
Social Services Supervisor I	Updated	22.28	\$ 25.65	M
Social Services Supervisor II <i>*OE3 recommends \$30.50</i>	Updated	24.56	*27.8/29.60	M
Social Services Aide	Updated	13.94	\$ 14.00	G
Social Worker I	Updated	16.15	\$ 19.50	G
Social Worker II	Updated	17.46	\$ 21.50	G
Social Worker III	Updated	19.26	\$ 23.50	G
Social Worker Senior A & B	Updated / new	21.23	A. \$24.50 / B. \$26.80	G
Staff Services Specialist - Exhibit B	NEW JD		\$ 20.22	G
<b>Benefits Assistant Unit: Exhibit C</b>				
Eligibility Supervisor	Updated	\$ 18.33	\$ 20.21	M?
Eligibility Specialist I	Updated	\$ 13.28	\$ 13.97	G
Eligibility Specialist II	Updated	\$ 14.65	\$ 15.49	G
Eligibility Specialist III	Updated	\$ 16.15	\$ 17.29	G
<b>Employment Services Unit: Exhibit D</b>				
Employment & Training Worker Services Supervisor	Updated	\$ 21.77	\$ 25.10	M?
Employment & Training Worker I	Updated	\$ 15.75	\$ 17.50	G
Employment & Training Worker II	Updated	\$ 17.03	\$ 19.50	G
Employment & Training Worker III	Updated	\$ 18.79	\$ 21.50	G
<b>Reception: Exhibit E</b>				
Office Supervisor	Updated	\$ 16.15	\$ 18.00	M?
Office Assistant I	Updated	\$ 10.20	\$ 13.00	
Office Assistant II	Updated	\$ 10.65	\$ 13.65	
Office Assistant III	Updated	\$ 12.04	\$ 14.33	

Position Title	Job Description	Status	Current	Wage Range	OE3
Exhibitor					
Staff Services Analyst	Updated		19.26	\$ 20.95	G
Staff Services Analyst	New		n/a	\$ 23.10	G?
Information System Technician			17.46	20.85	G



# Exhibit A

Social Services Job Classification Wage Survey

1/1/2017

10 County Comparable Salary Survey

	Soc. Worker I				Soc. Worker II				Soc. Worker III				Soc. Worker IV A & B Ranges				Soc Serv Sup I		Soc Serv Sup II		Social Service Aide	
	\$	21.24	\$	23.40	\$	25.69							\$	27.21	\$	30.17	\$	16.48				
Amador	\$	21.24	\$	23.40	\$	25.69							\$	27.21	\$	30.17	\$	16.48				
Calaveras	\$	21.49	\$	23.67	\$	25.96	\$	26.60	\$	27.36	\$	30.17	\$	30.17	\$	30.17	\$	16.48				
Colusa	\$	16.43	\$	18.14	\$	20.03	\$	21.05	\$	22.12	\$	23.19	\$	24.26	\$	25.33	\$	15.10				
Del Norte																						
Glenn	\$	16.47	\$	17.74	\$	19.59	\$	21.12	\$	24.15	\$	27.18	\$	29.21	\$	31.24	\$					
Inyo	\$	22.47	\$	23.58	\$	25.33	\$	27.17	\$	29.19	\$	31.21	\$	33.24	\$	35.27	\$					
Lassen	\$	15.30	\$	16.75	\$	19.22	\$	21.85	\$	24.48	\$	27.11	\$	29.74	\$	32.37	\$					
San Benito	\$	18.77	\$	21.63	\$	25.04	\$	26.29	\$	27.61	\$	28.93	\$	30.25	\$	31.57	\$					
Tehama	\$	16.88	\$	18.17	\$	19.56	\$	21.08	\$	23.26	\$	25.44	\$	27.62	\$	29.80	\$					
Tuolumne																						
sum	\$	149.05	\$	163.08	\$	180.42	\$	171.16	\$	230.79	\$	284.44	\$	338.99	\$	393.54	\$					
Average	\$	18.63	\$	20.39	\$	22.55	\$	24.45	\$	26.64	\$	28.83	\$	31.02	\$	33.21	\$					
Plumas	\$	16.15	\$	17.46	\$	19.26							\$	22.28	\$	24.56	\$					
Proposed	\$	19.50	\$	21.50	\$	23.50	\$	24.50/26.80	\$	25.65	\$	27.80	\$	29.95	\$	32.10	\$					

OE3 range recommendation

\$ 30.50

## **SOCIAL SERVICES AIDE**

### **DEFINITION**

Under general supervision, the Social Service Aide assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child and adult services; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Social Service Aide is a paraprofessional class. Incumbents assist Social Workers by relieving them of routine tasks such as performing assessments of clients in the In-Home Support Services program, instructing parents in the development of parenting and household management skills, and/or performing various tasks for the child and adult service programs.

The Social Service Aide differs from the Social Worker in that the former requires a lower level of skill and training than the level required of a professional Social Worker.

### **REPORTS TO**

Social Worker Supervisor or Program Manager / Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **SOCIAL WORKER AIDE – 2**

### **EXAMPLES OF DUTIES**

- Maintains a routine caseload of elderly adults who are infirm or incapacitated and receiving household services.
- Conducts ongoing client needs assessments and verifies needs by contacting medical and health services providers.
- Presents client assessments to professional staff for approval.
- Checks in on clients receiving in home services to make reports to Social Workers on observations.
- Completes narrative reports regarding a client's condition and services provided and/or recommended. Enters data regarding case and client information and contacts into automated system.
- Makes client referrals to medical personnel or social workers as needed.
- Provides direct training and counseling to mentally ill and developmentally disabled parents on parenting and household management skills, and teaches families about nutritional meal preparation, budgeting and household care.
- Monitors the medical and psychological care of abused children.
- Supervises visits between parents and children and reports observations to social worker.
- Provides emergency child care.
- Assists professional staff with site visitations and with removal of children into protective custody which may require physical removal by lifting and carrying children.
- Transports or accompanies clients to appointments for service or interviews. Provides transportation both inside and outside of Plumas County for children under Child Protective Services including relocation/placement in Foster homes
- May testify in juvenile court hearings.
- Assists Social Workers in providing a variety of child and adult social services.
- Supervises children while parents meet with Social Workers.
- Acts as liaison between clients and professional staff, individuals and groups in the community serviced.
- Directly assists families in using and learning about the resources of society, particularly medical, legal, employment services, and household management.
- Maintains records of work performed, and performs other related work as required.
- Assists Social Workers by providing routine clerical support including filing, completion of reports, documentation of site visits, makes and receives routine phone call to and from clients.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.



## **SOCIAL WORKER AIDE – 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic rules and regulations regarding In Home Support Services, child abuse reporting, and Welfare and Institution Codes.
- Basic community resources useful to clients served, acceptable housekeeping and homemaking standards, including the methods, materials and equipment used in general housekeeping work.
- Basic methods and attitudes involved in the in-home care of physically ill, handicapped or disabled persons and adequate food preparation with limited kitchen equipment.
- General clerical and record keeping practices.

#### **Ability to:**

- Interview persons to obtain a variety of information applicable to the provision of social services evaluating client's needs.
- Understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation.
- Effectively instruct physically and mentally disabled adults in parenting and household skills.
- Deal with physically and sexually abused children.
- Prepare basic written reports.
- Communicate clearly and concisely orally and in writing.
- Maintain detailed records and reports.
- Recognize and report specific indications of need for social services.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain effective working relations with co-workers, outside organizations, and the public.
- Follow oral and written instructions.
- Safely drive and operate a motor vehicle while transporting passengers.
- Assist with possible problems during visitations and take appropriate action.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Lift and carry small children.

## **SOCIAL WORKER AIDE – 4**

### **Training and Experience:**

Qualifications needed for this position:

Sixty (60) semester units or ninety (90) quarter units of college, including fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social welfare, social/human service, sociology, or other social or behavioral science\*;

OR

Two (2) years of full-time experience providing social services in a public or private setting to disadvantaged adults or children;

OR

A combination of education and comparable experience equivalent to two years of full-time experience which includes a minimum of fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social or behavioral science\*. When combining education and experience; fifteen (15) semester units or twenty-two and one-half (22.5) quarter units equal six months of experience.

\*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **SOCIAL WORKER I**

### **DEFINITION**

Performs basic social services casework; identifies client needs for more intensive casework services and provides referrals; carries a caseload of moderately difficult cases; manages a caseload of increasingly difficult cases; and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Working under close supervision, Social Worker I is the entry/trainee class in the professional Social Worker series. Employees in this class are learning casework methods, procedures, policies and carry a limited non-complex social services caseload under close supervision and receive in-service training; are given close and constant supervision while learning social work principles, social service programs, basic case work methods and techniques, and departmental rules, regulations and procedures. Typical assignments are within child welfare and adult services programs; however, at the agency's discretion positions may be assigned to employment services to perform social services case work for employment services clients as required by department needs. As requisite skill and knowledge is developed, greater independence and the full scope of responsibility is exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to promote to the Social Worker II after one year of satisfactory performance at the trainee level.

### **REPORTS TO**

Social Services Supervisor or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **SOCIAL WORKER I - 2**

### **EXAMPLES OF DUTIES**

- Conducts interviews with clients, family members, and other in their home, in the office, or via telephone to assess the basic social, physical and mental needs of clients and obtain health information in order to identify and provide social services.
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment.
- Assesses reports of suspected abuse; may provide information to law enforcement or district attorneys
- Develops and carries out culturally sensitive non-complex to moderate treatment plans for an assigned caseload in conformance with agency, state and federal requirements
- Assists clients and family members to develop strategies to accomplish case plan goals
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling as necessary
- Advocates on clients behalf for most appropriate services including enabling services
- Assists applicants and recipients in utilizing available resources
- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility
- Makes home visits in connection with casework assignments
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- May testify in court
- May be assigned to specialized functions
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence
- Receives casework consultation from professionally trained staff members
- Provides community outreach for various agency programs
- Maintains client confidentiality; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics
- Performs related duties as assigned

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **SOCIAL WORKER I - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of organization, workload management and time management
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling
- Phone etiquette and interview techniques
- Socio-economic conditions and trends
- Basic principles of individual and group behavior
- Current issues in the field of social welfare
- Role and responsibilities of social workers
- Principles of interviewing and problem-solving methodology
- Basic public welfare programs on the Federal, State, and local level
- General principles of public assistance policies and programs
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems
- Enters and retrieves data and narratives from automated computer systems
- Basic principles and techniques of interviewing and recording of social casework
- Laws, rules, and regulations governing the operation of the public welfare agency and the role of a social worker
- Community organization and the social problems calling for the use of public and private community resources
- Basic principles involved in the nature, growth, and development of personality and in-group processes
- Knowledge of the medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill
- Knowledge of the strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide
- Knowledge of basic psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.

## **SOCIAL WORKER I - 4**

### **Ability to:**

- Understand and learn the agency programs, policies, and procedures
- Obtain facts and recognize the relevance and significance
- Organize and maintain work detail
- Establish and maintain effective client rapport and professional working relationships with agency staff, clients, and others
- Communicate effectively, both orally (phone and in person) and in writing
- Analyze situations and adopt effective courses of action
- Interpret and explain to the applicant, recipient, or others public social service programs, policies, rules, and regulations
- Develop skill in interviewing case recording and interpretation
- Work within a community setting and effectively use appropriate resources and services
- Maintain confidentiality in accordance with legal standards and/or county regulations
- Work effectively in emotionally charged or stressful settings/emergencies
- Operate a personal computer and other office equipment and software
- Analyze data, interpret and apply directions, rules, policies, procedures and regulations, and develop appropriate responses
- Accept and use constructive feedback
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients
- Respect cultural differences
- Work with increasingly difficult cases /clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases
- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses

## **SOCIAL WORKER I – 5**

### **Training and Experience:**

Qualifications needed for this position:

Graduation from an accredited four-year college or university;

OR

Successful completion of thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science\*

AND

One (1) year of full-time experience in the Social Service Aide, Eligibility Worker II, Employment and Training Worker II or comparable classification; OR Three (3) years of full-time experience providing direct client services to disadvantaged adults or children in a private or public agency.

\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **SOCIAL WORKER II**

### **DEFINITION**

Performs basic social services casework; identifies client needs for more intensive casework services and provides referrals; carries a caseload of moderately difficult cases; manages a caseload of increasingly difficult cases; and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Working under general direction, Social Worker II is the journey level in the Social Worker series. Employees at this level are expected to carry a full caseload of moderately difficult cases requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for service. Typical assignments are within child welfare and adult services programs; however, at the agency's discretion, Social Worker II may be assigned to employment services to perform social services case work for employment services clients as required by department needs. Employees work with a high degree of independence in administering services and in using agency or community resources.

Social Worker II differs from Social Worker III in that the latter is the advanced journey level, assigned the more complex cases, and specialized functions.

### **REPORTS TO**

Social Services Supervisor or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## **SOCIAL WORKER II- 2**

### **EXAMPLES OF DUTIES**

- Conducts interviews with clients, family members, and other in their home, in the office, or via telephone to assess the basic social, physical and mental needs of clients and obtain health information in order to identify and provide social services.
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment.
- Assesses reports of suspected abuse; may provide information to law enforcement or district attorneys.
- Develops and carries out culturally sensitive non-complex to moderate treatment plans for an assigned caseload in conformance with agency, state and federal requirements; assists clients and family members to develop strategies to accomplish case plan goals.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling as necessary; advocates on clients behalf for most appropriate services including enabling services.
- Assists applicants and recipients in utilizing available resources.
- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility.
- Makes home visits in connection with casework assignments.
- Prepares and maintains case records and databases.
- Communicates decisions, timelines, recommendations and case plans to clients, families and service providers.
- May testify in court.
- May be assigned to specialized functions.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
- Receives casework consultation from professionally trained staff members.
- Provides community outreach for various agency programs.
- Maintains client confidentiality.
- Performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
- Carries a caseload that includes cases with problems of moderate difficulty.
- Counsels or supports clients with complex or specialized needs; provides crisis intervention.
- Provides self-help information, education, and services; works with client and caregivers to develop and improve caregiving and independent living skills.
- Obtains and evaluates policy, medical, and psychological reports.
- May serve as mentor to staff, orients staff, and provides training and guidance on cases.
- Performs related duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **SOCIAL WORKER II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; and outside including travels to client's residents or other locations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of organization, workload management and time management.
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling.
- Phone etiquette and interview techniques.
- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Role and responsibilities of social workers
- Principles of interviewing and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems.
- Enters and retrieves data and narratives from automated computer systems.
- Basic principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare
- Agency and the role of a social worker.
- Community organization and the social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth, and development of personality and in-group processes.
- Knowledge of the medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.
- Knowledge of the strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Knowledge of basic psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.

## **SOCIAL WORKER II - 4**

### Ability to:

- Understand and learn the agency programs, policies, and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective client rapport and professional working relationships with agency staff, clients, and others.
- Communicate effectively, both orally (phone and in person) and in writing.
- Analyze situations and adopt effective courses of action.
- Interpret and explain to the applicant, recipient, or others public social service programs, policies, rules, and regulations.
- Develop skill in interviewing case recording and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Work effectively in emotionally charged or stressful settings/emergencies
- Operate a personal computer and other office equipment and software
- Analyze data, interpret and apply directions, rules, policies, procedures and regulations, and develop appropriate responses.
- Accept and use constructive feedback
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work with increasingly difficult cases /clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases
- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses.

## **SOCIAL WORKER II - 5**

### **Training and Experience:**

Qualifications needed for this position:

One (1) year of full-time experience performing entry level social work case management in the Social Worker I classification in an Interagency Merit System (IMS) county;

OR

One (1) year of full-time social work case management experience\*\*; AND Thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science\*

\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

\*\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **SOCIAL WORKER III**

### **DEFINITION**

Under general direction, the Social Worker III carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Social Worker III is the advanced journey level in the Social Worker series. Incumbents are normally assigned a selected caseload of the more difficult cases and when needed are given supervisory consultation in development of treatment plans. They may also be assigned to a specialized function requiring a high degree of perception such as a special problem caseload or they are assigned to a specific geographic or functional area such as Court Investigations, Family Maintenance/Reunification, Emergency Response, Child/Adult Protection, or Foster Care. A Social Worker III may act as a lead worker to other social service workers. Incumbents are expected to work independently.

Social Worker III differs from Social Worker II in that the former receives the more difficult assignments requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for services. Incumbents normally work with a high degree of independence of action in administering services and in making use of agency or community resources. Social Worker III differs from Social Worker IV-A/B in that the latter is the most experienced worker and requires both advanced education and social work experience

### **REPORTS TO**

Social Services Supervisor or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May act as lead worker to lower classification working in the same program area

## **SOCIAL WORKER III- 2**

### **EXAMPLES OF DUTIES**

- Carries a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life.
- Receives and responds to reports of suspected abuse; obtains information from reporters; personally investigates and assesses situations and recommends alternate placement; may provide information to law enforcement or district attorneys; may testify in court.
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment.
- Develops and carries out social treatment plans for an assigned caseload; ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements; assists clients and family members to develop strategies to accomplish case plan goals.
- Counsels or provides guidance and support to individuals and/or families with more complex or specialized needs including Adult Protective Services, crisis intervention, special medical or legal needs, and other social services.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on clients behalf for most appropriate services including enabling services.
- Makes a diagnosis of client problems and follows through with the social treatment plans with a high degree of independence.
- Interprets policies, rules, and regulations to client, applicants, and others.
- May act as a lead worker to a small group of social service workers or service employees.
- Assists applicants and recipients in utilizing available resources for individual needs.
- Makes home visits in connection with casework assignments.
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems.
- Enters and retrieves data and narratives from automated computer systems.
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
- Receives casework consultation from professionally trained staff members.
- May be required to testify in court.
- Works with community organizations and makes referrals to outside resources.
- Provides self-help information, education, and services; works with clients and caregivers to develop and improve caregiving and independent living skills.
- Obtains and evaluates police, medical, and psychological reports.
- Maintains client confidentiality; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
- Performs related duties as assigned.

## **SOCIAL WORKER III - 3**

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of organization, workload management and time management.
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling.
- Phone etiquette and interview techniques.
- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of analysis and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency and the role and responsibilities of a social worker.
- Community organization and the social problems calling for the use of public and private community resources.
- Current problems and methodology in the field of public social services.
- Medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.
- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.
- Signs, stages and dynamics of abuse, and the effects of abuse on child/adult development and behavior.
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families.
- Standards for maintaining clients safely in home; options for placement; effects of removing clients from unsafe situations.

## SOCIAL WORKER III - 4

### Ability to:

- Communicate effectively with others in writing, in person and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Perform job duties under stressful conditions.
- Respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or county regulations.
- Understand and apply the agency program, policy and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective working relationship with agency staff, clients, and outside organizations.
- Analyze situation and adopt effective courses of action.
- Apply the principles of psychology and family relationships to engage individuals and families in social services.
- Recognize signs of abuse for children, elderly and dependent adults; assess risk factors and potential dangers to clients.
- Apply existing laws, rules, and regulations to welfare department operations.
- Interpret and explain to applicants, recipients, or others public social service programs, policies, rules and regulations.
- Develop skill in interviewing case, recording, and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Communicate effectively both orally and in writing.
- Operate a personal computer and other office equipment and related software.
- Act appropriately in emergency and stressful situations.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work with difficult or complex cases/clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases.
- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses.



## SOCIAL WORKER III - 5

### **Training and Experience:**

Qualifications needed for this position:

One (1) year of full-time experience performing journey level social work case management in the Social Worker II classification,

OR

Two (2) years of full-time social work case management experience in a public or private agency; AND Thirty (30) semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science,\*\*

OR

Bachelor's degree and successful completion of twenty-four (24) semester (36 quarter units) of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology; AND Twelve (12) months of social work case management experience.\*

\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

\*\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **SENIOR SOCIAL WORKER**

### **DEFINITION**

Under general direction carries a caseload that includes the most difficult cases involving the determination of need for social services by applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of advanced case work methods and skills; provides comprehensive case work services requiring complex treatment plans and involving abused or neglected children or adults; and to do related work as required.

### **NOTE:**

Two salary ranges may exist for the Senior Social Worker classification. The use of these salary ranges are specified in Training and Experience section of this job description.

### **DISTINGUISHING CHARACTERISTICS**

This is the highest level in the Social Worker series. Incumbents are normally assigned the most difficult cases, receive little supervision on a day-to-day basis and have considerable latitude for independent judgment. Incumbents may be assigned a specialized function requiring the highest degree of knowledge and specialized skill. Casework requires the application of high level and sophisticated social services expertise and techniques. The Senior Social Worker class is distinguished from Social Worker III and below by performing the most difficult assignments requiring the most advanced skills and depth of job knowledge in assessing problems and situations and formulating complex treatment plans. Incumbents may serve as lead worker or provide training or orientation to other employees.

### **REPORTS TO**

Social Services Supervisor or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None, except that incumbents may serve as lead workers or provide training or orientation to other employees.

## **SENIOR SOCIAL WORKER – 2**

### **EXAMPLES OF DUTIES**

- Carries a caseload of the most difficult social services cases requiring the highest degree of professional skill and competence
- Conducts case studies to determine social service needs of clients
- Develops and carries out treatment plans for an assigned case load or referred clients
- Refers clients to other staff members or agencies as appropriate
- Diagnoses client problems involving highly complex family and individual issues and follows through with social treatment plans utilizing the highest professional skills with considerable latitude for independent judgment
- Assists applicants and recipients in utilizing available resources for individual needs
- Interprets rules, policies, and regulations of the department and the State of California for applicants, clients and others within the incumbent's assigned scope of responsibilities
- Makes home visits in connection with case work assignments
- May be assigned on-call evenings and weekends
- Prepare and maintain case records
- May be assigned specialized functions
- Participates in in-service training and other staff development activities to increase knowledge for the social work process and maintain technical and professional competence
- Consults with other staff members regarding their cases
- Provide community outreach for the various agency programs
- May be required to perform investigations, prepare reports and testify in court, acts as an advocate on the clients behalf
- Works with community organizations, make referrals to outside resources
- May act as a lead worker for a small group of social workers or other department employees
- May act for the Social Worker Supervisor in their absence
- May participate as representative from Social Services at various community agency meetings
- Perform other duties as assigned

### **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; verbal communications; use of office equipment including computers, telephone, calculators, copiers and FAX.

## **SENIOR SOCIAL WORKER – 3**

### **TYPICAL WORKING CONDITION**

Work is performed in an office; and outside including travels to client's residents or other locations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Socio-economic conditions and trends.
- Principles of individual and group behavior.
- Current issues in the field of social welfare.
- Problem-solving methodologies.
- Public welfare programs and the Federal, State and local levels.
- The general principles of public assistance policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of a public welfare agency.
- Community organizations and social problems requiring the use of public and private community resources.
- Basic principles involved in the development and implementation of personality and in-group processes.
- Current problems and methodology in the field of public social services.

#### **Ability to:**

- Understand and carry out Department programs, policies, and procedures.
- Obtain facts and analyze information, drawing sound conclusions.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Analyze situations and adopt effective courses of action.
- Demonstrate skills in interviewing people, making interpretations and recording information.
- Work in a stressful environment.
- Maintain the confidentiality of case records.
- Effectively represent the Social Services Department in contacts with clients, the public, the courts, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

## SENIOR SOCIAL WORKER – 4

### Training and Experience:

#### Qualifications needed for the Range A:

Two (2) years of experience (comparable to a Merit Systems Social Worker III with Plumas County) working in child or adult welfare services Programs

AND

Equivalent to graduation from college including successful completion of 30 college semester units in Social Welfare, Sociology, Social/Human Services or other behavioral sciences.

Social Worker Seniors shall be appointed to this range who does not meet the criteria for Range B.

OR

#### Qualifications needed for Range B:

Possession of a Master's degree in social work from an accredited college or university,

OR

a Master's degree from a two-year counseling program from an accredited college or university.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

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.

## **SOCIAL SERVICES SUPERVISOR I**

### **DEFINITION**

Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service and employment staff engaged in providing information and referral services, homemaker and chore services, adult protective services, in-home supportive services, home placement services, child protective services, emergency response services and/or employment services; performs other related work as assigned.

Social Worker Supervisor I is the first supervisory level in the series. Social Worker Supervisor I differs from the next lower classification of Social Worker IV in that the former is the first line supervisor. Social Worker Supervisor I differs from Social Worker Supervisor II in that the latter is at the second supervisory level and requires a Master's degree.

### **DISTINGUISHING CHARACTERISTICS**

This is the first line supervisory level class for overseeing the work of Social Workers. Incumbents are responsible for the assigning work and monitoring performance of staff. They may also manage service programs such as Adult and Children Services. They carry a caseload of the more difficult cases.

### **REPORTS TO**

Social Services Director or Program Manager / Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Social Worker I, II, III, Senior Social Worker

## SOCIAL SERVICES SUPERVISOR I – 2

### EXAMPLES OF DUTIES

- Plans, assigns, supervises, coaches, mentors, and reviews the work of employees engaged in the delivery of employment and social services; consults with and guides social workers in providing counseling, support and guidance to clients with complex or specialized needs.
- Reviews and approves forms, applications, court reports, placements, reports of abuse and other documents to verify information or determine proper course of action; reassesses and modifies case plans.
- Reviews and approves reports of abuse; suggests or approves placements; may provide information to law enforcement or district attorneys; may testify in court; supports witnesses and victims who must testify in court.
- Documents and addresses clients' concerns and complaints.
- Selects, trains, evaluates, and disciplines subordinate staff.
- Discusses or interprets regulations, rules, policies and programs to clients, applicants, staff and the general public.
- Assists and participates in the development of in-service staff development programs.
- Facilitates communication between staff and management; communicates department expectations and activities, policy changes, and regulatory changes; evaluates and recommends service delivery improvements.
- Authorizes the provision of social and employment services through the department, provides services, and makes referrals to other agency staff and community agencies.
- Provides social services for sensitive or confidential cases, in the absence of assigned social workers or to meet workload demands.
- Participates or intercedes in interviews to defuse hostile or angry clients; obtains information on personal issues in difficult or emotional situations; explains decisions or recommendations to clients and family members.
- Establishes and maintains effective working relationships and trust with staff, clients, family members, community organizations and the public; collaborates with service providers; facilitates a work environment favoring teamwork, collaboration and mutual respect.
- Provides peer support for coworkers facing case related stress.
- Develops and prepares court reports, case plans, case narratives and safety plans in automated computer systems.
- Enters and retrieves data and narratives from automated computer systems.
- Maintains written chronological narrative reflecting personal or other contacts with the client and reasons for the social worker's actions; prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers.
- Enters and retrieves information from an automated computer system; researches information using the Internet and computer resources.
- Receives, approves and prepares correspondence and reports.
- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state, and federal requirements.
- Maintains confidential information in accordance with legal standards and/or County regulations; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.

## SOCIAL SERVICES SUPERVISOR I - 3

### EXAMPLES OF DUTIES – continued:

- In small agencies, may be responsible for social workers involved in the provision of the full range of social services including advanced services.
- Performs related duties as assigned.
- May be required to testify in court; acts as an advocate on the client's behalf.

### 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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles and practices of supervision, training, mentoring, motivating, casework consultation, and peer counseling.
- Principles and practices of organization, workload management, and time management.
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling.
- Functions of public social services agencies and the principles of public social service administration.
- Casework concepts, techniques of interviewing, and record keeping in social casework.
- Laws, rules, and regulations governing the operation of public social services agencies and the role and responsibilities of a social worker.
- Medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.
- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.
- Signs, stages, and dynamics of abuse, and the effects of abuse on child/adult development and



## SOCIAL SERVICES SUPERVISOR I - 4

### Knowledge of – continued:

- behavior.
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families.
- Standards for maintaining clients safely in the home; options for placement; effects of removing clients from unsafe situations.
- Principles and methodologies of research, analysis, problem solving, and decision making. Computers, software, and Internet research.
- Resources available in the community for referral or utilization in employment or social service programs.
- Principles, methods, and resources in the field of public health, mental health, education, corrections and rehabilitation as they relate to public social services.

### Ability to:

- Exercise sound judgment when organizing, directing, and prioritizing unit activities.
- Select, train, coach, supervise, evaluate, and discipline subordinate staff.
- Mentor, counsel, and collaborate with staff and foster an environment of teamwork, mutual respect and professionalism.
- Apply effective interpersonal and interviewing skills.
- Develop and maintain effective working relationships with agency staff, clients, and outside organizations.
- Present oral and written reports concisely and clearly.
- Analyze a situation accurately and adopt an effective course of action.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Recognize signs of abuse for children, the elderly and dependent adults; assess risk factors and potential dangers to clients.
- Act effectively in stressful situations.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Use computers and related software.

## SOCIAL SERVICES SUPERVISOR I - 5

### **Training and Experience:**

Qualifications needed for this position:

Three (3) years of full-time experience performing journey level social work case management duties\* in a Social Worker II classification,

(Substitution: One year of graduate work in social work or counseling may substitute for one year of the required experience.)

OR

One (1) year of full-time experience performing advanced journey level social work case management duties in a Social Worker III classification.

OR

Four (4) years of full-time experience performing social work case management duties.

\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **SOCIAL SERVICES SUPERVISOR II**

### **DEFINITION**

Under general direction, the Social Worker Supervisor II plans, organizes, and directs the work of social service staff providing the most advanced social services; and performs other related work as assigned.

Social Worker Supervisor II requires a Master's degree. Incumbents supervise a unit of caseworkers in specific programs identified as having a high proportion of complex and sensitive casework needs and are usually assigned to programs or staff positions that require extensive casework knowledge.

### **DISTINGUISHING CHARACTERISTICS**

Under general direction, plans, organizes, directs and supervises the work of Social Service's staff providing the most advanced social services; develop community resources; represent the County's Social Services department with community organization and agencies; and do related work as required.

This is a supervisory level classification for overseeing the work of social workers providing the most advanced social services. Incumbents are responsible for assigning work and monitoring performance of staff. They may also manage service programs such as Adult and/or Children's Services. Incumbents may carry a caseload of the most difficult cases. This classification is also distinguished by possession of professional credentials

### **REPORTS TO**

Social Services Director or Program Manager / Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Social Worker I, II, III, Senior Social Worker

## **SOCIAL SERVICES SUPERVISOR II – 2**

### **EXAMPLES OF DUTIES:**

- Plans, assigns, directs, mentors, coaches and reviews the work of employees providing the most advanced or complex casework such as adoptions and protective services.
- Consults with and guides social workers in providing counseling, support, and guidance to clients with complex or specialized needs.
- Reviews and approves forms, applications, court reports, placements, reports of abuse, and other documents to verify information or determine proper course of action; reassesses and modifies case plans.
- May testify in court; supports witnesses and victims who must testify in court. Selects, trains, evaluates, and disciplines subordinate staff.
- Documents and addresses clients' concerns and complaints.
- Assists in the development of community resources for all programs.
- Assists and participates in the development of in-service training and staff development programs.
- Evaluates the effectiveness of policies and procedures.
- Represents the social services department at conferences and addresses community groups.
- Discusses or interprets regulations, rules, policies, and programs to clients, applicants, staff and the general public.
- Facilitates communication between staff and management; communicates department expectations and activities, policy changes, and regulatory changes; evaluates and recommends service delivery improvements.
- Provides social services for sensitive or confidential cases, in the absence of assigned social workers or to meet workload demands.
- Participates or intercedes in interviews to defuse hostile or angry clients; obtains information on personal issues in difficult or emotional situations; explains decisions or recommendations to clients and family members.
- Establishes and maintains effective working relationships and trust with staff, clients, family members, community organizations and the public; collaborates with service providers; facilitates a work environment favoring teamwork, collaboration and mutual respect.
- Provides peer support for coworkers facing case related stress.
- Maintains written chronological narrative reflecting personal or other contacts with the client and reasons for the social worker's actions; prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers.
- May direct research studies and prepare reports.
- Enters and retrieves information from an automated computer system; researches information using the Internet and computer resources.
- Develops and prepares court reports, case plans, case narratives and safety plans in automated computer systems.

## **SOCIAL WORKER SUPERVISORS II – 3**

### **EXAMPLES OF DUTIES** - continued

- Authorizes the provision of social and employment services through the department, provides services, and makes referrals to other agency staff and community agencies. Receives, approves and prepares correspondence and reports.
- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements.
- Maintains confidential information in accordance with legal standards and/or County regulations; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; make home visits outside the office; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of supervision, training, mentoring, motivating, casework consultation, and peer counseling.
- Principles and practices of organization, workload management and time management.
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling.
- Functions of public social services agencies and the principles of public social service administration.
- Social research methods.
- Laws, rules, and regulations governing the operation of public social services agencies and the role and responsibilities of a social worker.
- Medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.

## **SOCIAL WORKER SUPERVISORS II – 4**

### Knowledge of – continued:

- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.
- Signs, stages and dynamics of abuse, and the effects of abuse on child/adult development and behavior.
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families.
- Standards for maintaining clients safely in the home; options for placement; effects of removing clients from unsafe situations.
- Principles and methodologies of research, analysis, problem solving, and decision making.
- Principles, methods, and resources in the field of public health, mental hygiene, education, correction and rehabilitation as they relate to public social service.
- Techniques of supervision, training, and casework consultation. Computers, software and Internet research.
- Principles of community organization.
- Resources available in the community for referral or utilization in employment or social service programs.

### Ability to:

- Exercise sound judgment when organizing, directing, and prioritizing unit activities.
- Select, train, coach, supervise, evaluate, and discipline subordinate staff. Mentor, counsel, and collaborate with staff and foster an environment of teamwork, mutual respect and professionalism.
- Classify case problems and evaluate the effectiveness of effort in solving problems.
- Apply effective interpersonal and interviewing skills.
- Develop and maintain effective working relationships with agency staff, clients, and outside organizations.
- Make oral and written presentations clearly and concisely.
- Analyze a situation accurately and adopt an effective course of action.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Recognize signs of abuse for children, elderly and dependent adults; assess risk factors and potential dangers to clients.

## **SOCIAL WORKER SUPERVISORS II – 5**

### Ability to – continued:

- Act effectively in stressful situations.  
Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Use computers and related software packages.

### Training and Experience:

Qualifications for this position are:

Two (2) years of full-time experience performing duties of the Social Worker III in an Interagency Merit System (IMS) county; AND A Master's degree in Social Work from an accredited college or university or a Master's degree from an accredited two (2) year counseling program.\*

OR

One (1) year of full-time experience performing duties of the Social Worker IV classification in an Interagency Merit System (IMS) county; AND A Master's degree in Social Work from an accredited college or university or a Master's degree from an accredited two (2) year counseling program.\*

OR

Four (4) years of full-time experience performing social work case management duties;\*\* AND A Master's degree in Social Work from an accredited college or university or a Master's degree from an accredited two (2) year counseling program.\*

\*Qualifying Master's degrees include: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology and Counseling Psychology. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.

\*\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

## **SOCIAL WORKER SUPERVISORS II – 6**

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.



# Exhibit B

Social Services Job Classification Wage Survey

12/14/2016

Staff Services Specialist		10 County Comparable Salary Survey				
Amador	N/A					
Calaveras	N/A					
Colusa	n/A					
Del Norte	n/a					
Glenn	\$ 20.41					
Inyo	n/a					
Lassen	n/a					
San Benito	\$ 20.30					
Tehama	n/a					
Tuolumne	\$ 18.61					
	\$ 59.32					
Average	\$ 19.77					
Plumas	n/a					
Proposed	\$ 20.22					



## **STAFF SERVICES SPECIALIST**

### **DEFINITION**

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.

### **DISTINGUISHING CHARACTERISTICS**

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.

### **REPORTS TO**

Social Services Director or Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide work coordination and direction for other office support staff.

## STAFF SERVICES SPECIALIST-2

### EXAMPLE OF DUTIES

- 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 to project coordinator with delegated authority to direct the work of staff in a non-supervisory capacity.

## STAFF SERVICES SPECIALIST-3

### **EXAMPLE OF DUTIES (continued)**

- 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.
- Performs other duties as assigned

### **TYPICAL PHYSICAL REQUIREMENTS**

Mobility to work in a standard office environment; use standard office equipment; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **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.

## STAFF SERVICES SPECIALIST-4

### 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.
- 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.
- Learn and understand the organization and operations of the assigned area and/or outside agencies.
- Establish priorities, organize work, and meet deadlines.
- Supervise clerical and/or support employees, if required by the position.

### TRAINING AND EXPERIENCE

#### Minimum qualifications for this position are:

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.

## STAFF SERVICES SPECIALIST-5

### **Minimum qualifications for this position are (continued):**

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

### **SPECIAL REQUIRMENTS**

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.



# Exhibit C

Social Services Job Classification Wage Survey  
Eligibility Specialist Series

10 County Comparable Salary Survey

	Ben Asst Supervisor	Ben Asst Counselor I Eligibility Specialist I	Ben Asst Counselor II Eligibility Specialist II	Ben Asst Counselor III Eligibility Specialist III
Amador				
Calaveras		\$ 15.82	\$ 17.38	\$ 19.18
Colusa		\$ 12.39	\$ 13.67	\$ 15.10
Del Norte				
Glenn	\$ 20.21	\$ 13.97	\$ 15.49	\$ 17.29
Inyo				
Lassen				
San Benito	\$ 25.41	\$ 14.85	\$ 16.37	\$ 18.05
Tehama	\$ 22.67	\$ 13.85	\$ 15.29	\$ 16.88
Tuolumne	\$ 21.40	\$ 13.87	\$ 15.32	\$ 16.93
sum	\$ 89.69	\$ 84.75	\$ 93.52	\$ 103.43
Average	\$ 22.42	\$ 14.13	\$ 15.58	\$ 17.23
Plumas	\$ 18.33	\$ 13.28	\$ 14.56	\$ 16.15
Proposed	\$ 20.21	\$ 14.10	\$ 15.50	\$ 17.29

Benefits Assistant Counselor has been upgraded to Eligibility Specialist I/II/III & Supervisor  
Glenn County has updated job classifications to the Eligibility Specialist MSS standards  
The other Counties have not updated to the new MSS standards

## **ELIGIBILITY SPECIALIST I**

### **DEFINITION**

Under supervision, Eligibility Specialist classifications determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; maintain current knowledge of program regulations and procedures necessary for multi-program caseload administration; initiate and process casework through automated systems; identify needs and make appropriate referrals for health, social, and/or employment services. Eligibility Specialist may refer clients to other staff or community resources and do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Eligibility Specialist I is the entry-level in the Eligibility Specialist series. Incumbents may have prior experience determining eligibility for loans, financial assistance, unemployment or veterans benefits, or publicly or privately funded health, counseling or social services programs; have completed initial classroom training as part of the Eligibility Specialist Trainee training program; or may have the required level of education. Incumbents will be placed in a work team and initially may receive classroom instruction prior to being assigned casework and/or tasks. Incumbents work under close supervision while learning to independently determine public assistance eligibility, and apply knowledge and skills learned from their training in completing eligibility tasks and applying complex regulations. As incumbents gain experience and work toward the journey level in the series, they are expected to work with more independence and have the ability to complete more complex tasks and/or handle larger client caseloads. Incumbents are expected to progress to the journey-level Eligibility Specialist II upon completion of one year of satisfactory performance in the entry-level Eligibility Specialist I classification.

### **REPORTS TO**

Eligibility Supervisor or Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ELIGIBILITY SPECIALIST I - 2**

### **EXAMPLES OF DUTIES**

- Performs interactive interviews to elicit eligibility information, obtain and /or verify financial, employment, tax and personal demographic information and determine eligibility for public assistance programs and services
- Analyzes financial and eligibility information to determine initial or continuing eligibility for multiple aid programs
- Explains regulations, rules and policies to clients and apprises them of their rights, responsibilities and eligibility for participation in various public assistance programs and services
- Ensures accuracy and completion of application and declaration forms
- Resolves discrepancies by securing documentation, medical records and confirmation from other agencies
- Enters and retrieves numerical and narrative data and issues benefits from an automated computer system
- Determines the level of benefits to which the client is entitled by making complex computations and/or computer entries and then analyzing the results
- Reviews and interprets information provided on a variety of forms both by the client and third parties to assist with eligibility determination
- Evaluates clients for an answers questions on Advanced Payment Tax Credit (APTC) related to health care reform
- Explains a variety of plan options, costs and individual plan features through Covered California
- Monitors on-going eligibility by obtaining periodic updated information of eligibility factors and takes appropriate actions on changes
- Determines need for additional services and makes referrals as needed for employment and other services to outside agencies to assist clients toward self-sufficiency and directs clients accordingly
- Organizes and prioritizes caseload so that necessary case records and documents are processed and updated within specific time limits established by regulation and policy
- Enters and maintains case records, including written narratives, forms and computer documents in a clear and readable format
- Troubleshoots task and /or case issues to determine appropriate resolution of problems, involving Help Desk as needed
- Communicates both orally and in writing with clients and others related to the initial and ongoing eligibility determination while maintaining confidentiality
- Responds to questions an complaints of clients in person, by telephone, mail and/or email communication
- Provides pertinent forms and pamphlets to clients as required
- Identifies suspected fraud and makes referrals for investigations
- Makes referrals to social service workers as needed
- Participates in special projects, studies, work assignments and committees

## **ELIGIBILITY SPECIALIST I- 3**

### **EXAMPLES OF DUTIES – continued:**

- Prepares correspondence and reports
- Performs related duties as assigned

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General goals and purpose of public social services programs
- Laws, rules, regulations, policies and procedures governing eligibility for diverse public assistance programs and related case administrative techniques
- Methods and techniques of conducting an investigative interview and information gathering
- Computer terminology and computer keyboard arrangement
- Modern office practices, methods and procedures
- Record keeping practices and procedures
- Principles of mathematical calculations
- Intricacies of health insurance plans, medical health plan options and associated terminology
- Regulations and rules regarding household filing status related to the Affordable Care Act
- Cultural and human behavior, including knowledge of self, to interact effectively with clients and staff
- Principles and practices of effective customer service
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Modern equipment and communication tools used for business functions and program, project and task coordination
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information and/or prepare documentation

## ELIGIBILITY SPECIALIST I- 4

### Ability to:

- Apply the policies, procedures and programs of the County Social Services Department
- Apply the laws, rules and regulations governing eligibility and grant determination for multiple public assistance programs and the case administration of these programs
- Identify available resources and communicate with others to obtain and verify information concerning eligibility
- Use fact finding techniques and perform in-depth and interactive interviewing
- Determine appropriate course of action in emergency situations
- Make referrals to appropriate agencies and social service programs
- Detect and evaluate potential fraudulent situations
- Analyze and interpret written, numerical and verbal data from various sources
- Utilize multiple electronic information, social services systems and analyze and interpret such information
- Enter and maintain data accurately and timely into a computerized system
- Navigate through computer screens and effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks
- Identify when computer output is incorrect and make corrections
- Process cases manually as required
- Plan and organize caseload to ensure work is completed in accordance with regulations relating to eligibility and timeliness
- Function effectively in a system with strict deadlines and constant changes
- Read, understand, apply and explain complicated and detailed correspondence, reports, regulations and policy directives
- Perform a variety of mathematical computations accurately and rapidly
- Prepare clear, concise and accurate records and reports
- Explain complex rules and programs so they can be understood by people of diverse socio-economic, cultural and educational backgrounds
- Gather, record and correctly evaluate tax filing data, income and additional necessary information required for the determination of eligibility for one or more programs
- Explain health insurance plan options and plan details available to clients through the Affordable Care Act
- Review a variety of tax documents to obtain needed household filing information
- Explain health care reform tax credit implications to clients
- Refer clients to other community services as needed
- Assess and manage difficult and hostile persons or situations; or call for intervention when appropriate
- Interact with people in a courteous manner in person, on the telephone, by mail or

## **ELIGIBILITY SPECIALIST I - 5**

### Ability to - continued:

email

- Work in a fast-paced, professional office environment and prioritize a wide range of duties with varying time requirements to ensure timely completion
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral directions and instructions

### **Training and Experience:**

#### **Qualifications for the position:**

One year full-time experience in an Eligibility Specialist Trainee classification in an Interagency Merit System (IMS) county;

OR

One (1) year of full-time experience determining eligibility for health programs, loans, financial assistance, unemployment, or other benefits and two (2) years of clerical work involving public contact;

OR

Two (2) years of full-time experience determining eligibility for health programs, loans, financial assistance, unemployment, or other benefits;

OR

Four (4) years of full-time clerical work involving public contact, interviewing, math computations, completion of forms or eliciting information from the public;

OR

Equivalent to the completion of 60 semester units or 90 quarter units from an accredited college or university.

OR

Graduation from an accredited four-year college or university.

## **ELIGIBILITY SPECIALIST I - 6**

### **Training and Experience – continued:**

\*\*\*Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; fifteen (15) semester units or twenty-two (22) quarter units equal six months of experience.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.



## **ELIGIBILITY SPECIALIST II**

### **DEFINITION**

The Eligibility Specialist classifications determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; maintain current knowledge of program regulations and procedures necessary for multi-program caseload administration; initiate and process casework through automated systems; identify needs and make appropriate referrals for health, social, and/or employment services; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Eligibility Specialist II is the journey-level classification in the Eligibility Specialist series. Incumbents demonstrate working knowledge of eligibility regulations, procedures and eligibility software systems. Eligibility Specialist II incumbents handle more complex tasks and/or caseloads independently with consultation as needed by Eligibility Specialist IIIs or Eligibility Supervisors. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level or if filled from the outside, require prior experience as an Eligibility Specialist, Eligibility Worker or comparable position.

The class of Eligibility Specialist II is distinguished from the Eligibility Specialist I as the latter requires a higher level of consultation and supervision and is working toward achieving a working knowledge of program rules and regulations. The Eligibility Specialist II class is distinguished from the Eligibility Specialist III in that the latter class is assigned lead specialist duties or special assignments with a greater degree of independent judgment.

### **REPORTS TO**

Eligibility Supervisor or Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ELIGIBILITY SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Performs interactive interviews to elicit eligibility information, obtain and/or verify financial, employment, tax and personal demographic information and determine eligibility for public assistance programs and services
- Analyzes financial and eligibility information to determine initial or continuing eligibility for multiple aid programs
- Explains regulations, rules and policies to clients and apprises them of their rights, responsibilities and eligibility for participation in various public assistance programs and services
- Ensures accuracy and completion of application and declaration forms
- Resolves discrepancies by securing documentation, medical records and confirmation from other agencies
- Enters and retrieves numerical and narrative data and issues benefits from an automated computer system
- Determines the level of benefits to which the client is entitled by making complex computations and/or computer entries and then analyzing the results
- Reviews and interprets information provided on a variety of forms both by the client and third parties to assist with eligibility determination
- Evaluates clients for and answers questions on Advanced Payment Tax Credits (APTC) related to health care reform
- Explains a variety of plan options, costs and individual plan features through Covered California
- Monitors on-going eligibility by obtaining periodic updated information of eligibility factors and takes appropriate actions on changes
- Determines need for additional services and makes referrals as needed for employment and other services to outside agencies to assist clients toward self-sufficiency and directs clients accordingly
- Organizes and prioritizes caseload so that necessary case records and documents are processed and updated within specific time limits established by regulation and local policy
- Enters and maintains case records, including written narratives, forms and computer documents in a clear and readable format
- Troubleshoots task and/or case issues to determine appropriate resolution of problems, involving Help Desk as needed
- Communicates both orally and in writing with clients and others related to the initial and ongoing eligibility determination while maintaining confidentiality
- Responds to questions and complaints of clients in person, by telephone, mail and/or email communication
- Provides pertinent forms and pamphlets to clients as required

## **ELIGIBILITY SPECIALIST II - 3**

### **EXAMPLES OF DUTIES – continued:**

- Identifies suspected fraud and makes referrals for investigation
- Makes referrals to social service workers as needed
- Participates in special projects, studies, work assignments and committees
- Prepares correspondence and reports
- Performs related duties as assigned

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General goals and purpose of public social services programs
- Laws, rules, regulations, policies and procedures governing eligibility for diverse public assistance programs and related case administrative techniques
- Methods and techniques of conducting an investigative interview and information gathering
- Computer terminology and computer keyboard arrangement
- Modern office practices, methods and procedures
- Record keeping practices and procedures
- Principles of mathematical calculations
- Intricacies of health insurance plans, medical health plan options and associated terminology
- Regulations and rules regarding household filing status related to the Affordable Care Act
- Cultural and human behavior, including knowledge of self, to interact effectively with clients and staff
- Principles and practices of effective customer service
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Modern equipment and communication tools used for business functions and program,

## ELIGIBILITY SPECIALIST II - 4

### Knowledge of -- continued:

- project and task coordination
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information and/or prepare documentation

### Ability to:

- Apply the policies, procedures and programs of the County Social Services Department
- Apply the laws, rules and regulations governing eligibility and grant determination for multiple public assistance programs and the case administration of these programs
- Identify available resources and communicate with others to obtain and verify information concerning eligibility
- Use fact finding techniques and perform in-depth and interactive interviewing
- Determine appropriate course of action in emergency situations
- Make referrals to appropriate agencies and social service programs
- Detect and evaluate potential fraudulent situations
- Analyze and interpret written, numerical and verbal data from various sources
- Utilize multiple electronic information, social services systems and analyze and interpret such information
- Enter and maintain data accurately and timely into a computerized system
- Navigate through computer screens and effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks
- Identify when computer output is incorrect and make corrections
- Process cases manually as required
- Plan and organize caseload to ensure work is completed in accordance with regulations relating to eligibility and timeliness
- Function effectively in a system with strict deadlines and constant changes
- Read, understand, apply and explain complicated and detailed correspondence, reports, regulations and policy directives
- Perform a variety of mathematical computations accurately and rapidly
- Prepare clear, concise and accurate records and reports
- Explain complex rules and programs so they can be understood by people of diverse socio-economic, cultural and educational backgrounds
- Gather, record and correctly evaluate tax filing data, income and additional necessary information required for the determination of eligibility for one or more programs
- Explain health insurance plan options and plan details available to clients through the Affordable Care Act
- Review a variety of tax documents to obtain needed household filing information
- Explain health care reform tax credit implications to clients
- Refer clients to other community services as needed

## ELIGIBILITY SPECIALIST II - 5

### Ability To – continued:

- Assess and manage difficult and hostile persons or situations; or call for intervention when appropriate
- Interact with people in a courteous manner in person, on the telephone, by mail or email
- Work in a fast-paced, professional office environment and prioritize a wide range of duties with varying time requirements to ensure timely completion
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral directions and instructions

### Training and Experience

Qualifications needed for this position:

One (1) year full time experience in an Eligibility Specialist I classification in an Interagency Merit System (IMS) County;

OR

Two (2) years of full time experience determining eligibility for public assistance programs in a public human services agency

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **ELIGIBILITY SPECIALIST III**

### **DEFINITION**

The Eligibility Specialist III is the advanced journey/lead-level classification and subject matter expert in the Eligibility Specialist series. Incumbents perform the most complex work and specialized assignments requiring an advanced level of technical knowledge in public assistance programs, departmental processes and caseload/workload administration. Incumbents are expected to independently perform specialized and/or complex duties beyond the journey-level classification of the series. In addition, incumbents may perform help desk functions; provide training to a unit of workers determining eligibility for public assistance and/or serve as a lead worker for less experienced employees. Incumbents demonstrate advanced knowledge of eligibility regulations, procedures and eligibility software systems. Other assignments may include performing quality control and/or quality assurance reviews, participating in early fraud prevention programs, representing the County in administrative appeals and fair hearings and/or performing other specialized assignments and related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Eligibility Specialist III differs from the Eligibility Supervisor in that the latter directly supervises a unit of Eligibility Specialists. The class of Eligibility Specialist III is distinguished from the Eligibility Specialist II as the latter requires a higher level of supervision and the Eligibility Specialist III is assigned lead specialist duties or special assignments with a greater degree of independent judgment.

### **REPORTS TO**

Eligibility Supervisor or Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ELIGIBILITY SPECIALIST III - 2**

### **EXAMPLES OF DUTIES**

- Provides lead direction and/or training to a unit of workers determining eligibility of applicants and recipients for public assistance programs
- Provides support to supervisor with unit operations and coverage
- Performs interactive interviews to elicit eligibility information, obtain and/or verify financial, employment, tax and personal demographic information and identify need for public assistance programs and services
- Assists in the development and implementation of procedures for public assistance programs
- Analyzes financial and eligibility information to determine initial or continuing eligibility for multiple aid programs
- May provide services to drop-in clients, perform local help desk functions, provide lead direction and training to unit staff and assist with the more complicated cases, or perform specialized assignments in the areas of investigations, quality assurance and control and fair hearings
- Explains regulations, rules and policies to clients and apprises them of their rights, responsibilities and eligibility for participation
- Ensures accuracy and completion of application and declaration forms
- Resolves discrepancies by securing documentation, medical records and confirmation from other agencies
- Enters and retrieves numerical and narrative data, and issues benefits from an automated computer system
- Determines the level of benefits to which the client is entitled by making complex mathematical computations and/or complex computer entries
- Reviews and interprets information provided on a variety of forms both by the client and third parties to assist with eligibility determination
- Evaluates clients for and answers questions on Advanced Payment Tax Credits (APTC) related to health care reform
- Explains a variety of plan options, costs and individual plan features through Covered California
- Monitors on-going eligibility by obtaining periodic updated information of eligibility factors and takes appropriate actions on changes
- Determines need for additional services and makes referrals as needed for employment and other services to outside agencies to assist clients toward self-sufficiency and directs clients accordingly
- Organizes and prioritizes caseload/workload so that necessary case records and documents are processed and updated within specific time limits established by regulation and local policy
- Completes and maintains case records, including written narratives, forms and computer

### **ELIGIBILITY SPECIALIST III - 3**

#### **EXAMPLES OF DUTIES -- continued:**

- documents in a clear and readable format
- Troubleshoots task and/or case issues to determine appropriate resolution of problems, involving Help Desk as needed; may participate in system testing and design
- Communicates both orally and in writing with clients and others related to the initial and ongoing eligibility determination while maintaining confidentiality
- Responds to questions and complaints of clients in person, by telephone, mail and/or email communication
- Provides pertinent forms and pamphlets to clients as required
- Identifies suspected fraud and makes referrals for investigation
- Makes referrals to social service workers as needed
- Participates in special projects, studies, work assignments, meetings, conferences and committees
- Prepares correspondence and reports
- Performs related duties as assigned

#### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

- General goals and purpose of public social services programs
- Laws, rules, regulations, policies and procedures governing eligibility for diverse public assistance programs and related case administrative techniques
- Methods and techniques of conducting an investigative interview and information gathering
- Computer terminology and computer keyboard arrangement
- Principles of training and staff development
- Modern office practices, methods and procedures



## **ELIGIBILITY SPECIALIST III - 4**

### **Knowledge of – continued:**

- Record keeping practices and procedures
- Principles of mathematical calculations
- Intricacies of health insurance plans and medical health plan options and associated terminology
- Regulations and rules regarding household filing status related to the Affordable Care Act
- Cultural and human behavior, including knowledge of self, to interact effectively with clients and staff
- Principles and practices of effective customer service
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Modern equipment and communication tools used for business functions and program, project and task coordination
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information and/or prepare documentation

### **Ability to:**

- Lead, direct and train other eligibility staff
- Evaluate and make appropriate recommendations and corrections on selected cases
- Determine appropriate course of action in emergency situations
- Apply the laws, rules and regulations governing eligibility and grant determination for multiple public assistance programs and the case administration of these programs
- Identify available resources, and communicate with others to obtain and verify information concerning eligibility
- Use fact finding techniques and perform in-depth and interactive interviewing
- Make referrals to appropriate agencies and social service programs
- Detect and evaluate potential fraudulent situations
- Analyze and interpret written, numerical and verbal data from various sources
- Utilize multiple electronic information, social services systems and analyze and interpret such information
- Enter data accurately into a computerized system
- Navigate through computer screens and effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks
- Identify when computer output is incorrect and make corrections
- Process cases manually as required
- Plan and organize caseload/workload to ensure work is completed in accordance with regulations relating to eligibility and timeliness
- Function effectively in a system with strict deadlines and constant changes
- Read, understand, apply and explain complicated and detailed correspondence and reports, regulations and policy directives

## ELIGIBILITY SPECIALIST III – 5

### Ability to – continued:

- Perform a variety of mathematical computations accurately and rapidly
- Prepare clear, concise and accurate records and reports
- Explain complex rules and programs so they can be understood by people of diverse socio-economic, cultural and educational backgrounds
- Gather, record and correctly evaluate IRS tax filing data, income and additional necessary information required for the determination of eligibility for one or more programs
- Explain health insurance plan options and plan details available to clients through the Affordable Care Act
- Review a variety of tax documents to obtain needed household filing information
- Explain health care reform tax credit implications to clients
- Refer clients to other community services as needed
- Assess and manage difficult and hostile persons or situations; or call for intervention when appropriate
- Interact with people, in a courteous manner, both in person, on the telephone, by mail or email communication
- Work in a fast-paced, professional office environment and prioritize a wide range of duties with varying time requirements to ensure timely completion
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral directions and instructions

### Training and Experience

Qualifications needed for this position:

One (1) year full time experience in an Eligibility Specialist II classification in an Interagency Merit System (IMS) County;

OR

Three (3) years of full time experience determining eligibility for public assistance programs in a public human services agency.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

## **ELIGIBILITY SPECIALIST III – 6**

### **Special Requirements – continued:**

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **ELIGIBILITY SUPERVISOR**

### **DEFINITION**

The Eligibility Supervisor is the first-line supervisory classification in the Eligibility Specialist series. The main function of this level is to provide supervisory, administrative and technical support to an eligibility work unit engaged in determining initial and continuing eligibility for multiple public assistance programs. Incumbents are responsible for planning and scheduling work assignments and ensuring adequate coverage and equitable caseloads/workload among staff members; identifying staff training needs; and conducting performance evaluations and recommending disciplinary measures. Incumbents analyze cases to ensure accuracy of decisions and timeliness of processing. Eligibility Supervisors assist with difficult program cases and make final processing decisions in relation to such cases. Incumbents assist in program development and management and perform related work as required. Most working supervisors also spend a substantial portion of their time performing the most difficult and complex work of the section or unit; and perform other specialized assignments.

### **DISTINGUISHING CHARACTERISTIC**

Incumbents in the Eligibility Supervisor classification generally receive direct supervision from a Program Manager or other designated manager. Eligibility Supervisors provide direct supervision to a unit of Eligibility Specialists. Supervision may also include incumbents in other classes (e.g., Office Assistant, Integrated Case Worker, or a similar class).

### **REPORTS TO**

Social Services Program Manager or Assistant Director / Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Eligibility Specialist I, II & III

## **ELIGIBILITY SUPERVISOR – 2**

### **EXAMPLES OF DUTIES**

- Plans, assigns, supervises and reviews the work of a unit of employees determining eligibility of applicants and recipients for public assistance programs
- Selects, trains, evaluates and disciplines subordinate staff
- Provides direction to staff on implementation of policy and procedures
- Holds individual and group conferences to discuss or interpret rules, regulations and policies
- Confers with workers regarding discrepancies in the system
- Determines need for training and oversight and provides appropriate training and direction
- Reviews and interprets information provided on a variety of forms both by the client and third parties to assist with eligibility determination
- Evaluates clients for and answers questions on Advanced Payment Tax Credits (APTC) related to health care reform
- Explains a variety of plan options, costs and individual plan features through Covered California
- Troubleshoots task and/or case issues to determine appropriate resolution of problems, involving Help Desk as needed, or may perform Help Desk functions
- Communicates both orally and in writing with clients and others related to the initial and ongoing eligibility determination while maintaining confidentiality
- Responds to questions and complaints of clients in person, by telephone, mail and/or email communication
- Identifies suspected fraud and makes referrals for investigation
- Represents the department at meetings, attends conferences and participates in studies, system testing and design and research projects as assigned
- Interviews complainants and addresses performance and personnel problems
- Participates in special projects, studies, work assignments and committees
- Receives and prepares correspondence and required reports relating to unit activity and other matters
- Performs related duties as assigned
- Answers inquiries from the public or other agencies regarding available programs and services.
- Handles complaints from citizens or other agencies concerning alleged actions of subordinate staff.
- Prepares written procedures and desk manuals to assist subordinates in performing job duties.
- Evaluates eligibility case records and makes home visits in the absence of subordinate staff.
- Conducts surveys regarding Department work and compiles results into written reports.
- Conducts corrective action reviews for programs prepares Fair Hearing position statements.
- May represent County position at Fair Hearing; may serve as AFDC Coordinator.
- Maintains records and prepares reports.

## **ELIGIBILITY SUPERVISOR – 3**

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

#### **Knowledge Of**

- General goals and purpose of public social services programs
- Laws, rules, regulations, policies and procedures governing eligibility for diverse public assistance programs and related case administrative techniques
- Methods and techniques of conducting an investigative interview and information gathering
- Resources available to obtain and verify information concerning eligibility
- Supervisory and staff development techniques and practices, including progressive discipline and labor relations
- Computer terminology and computer keyboard arrangement
- Modern office practices, methods and procedures
- Record keeping practices and procedures
- Principles of mathematical calculations
- Intricacies of health insurance plans and medical health plan options and associated terminology
- Regulations and rules regarding household filing status related to the Affordable Care Act
- Cultural and human behavior, including knowledge of self, to interact effectively with clients and staff
- Principles and practices of effective customer service
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Modern equipment and communication tools used for business functions and program, project and task coordination
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information and/or prepare documentation
- Plumas County policies and procedures regarding personnel and disciplinary matters.
- Principles of supervision and training.

#### **Ability To**

- Exercise sound judgment when organizing, directing and prioritizing unit activities
- Select, train, supervise, evaluate and discipline subordinate staff

## **ELIGIBILITY SUPERVISOR – 4**

### **Ability To – Continued:**

- Evaluate and make appropriate recommendations and corrections on selected cases
- Determine appropriate course of action in emergency situations
- Make referrals to appropriate agencies and social service programs
- Detect and evaluate potential fraudulent situations
- Apply the policies, procedures and programs of the County Social Services Department
- Apply the laws, rules and regulations governing eligibility and grant determination for multiple public assistance programs and the case administration of these programs
- Identify available resources, and communicate with others to obtain and verify information concerning eligibility
- Use fact-finding techniques and perform in-depth and interactive interviewing
- Analyze and interpret written numerical and verbal data from various sources
- Utilize multiple electronic information social services systems and analyze and interpret such information
- Enter data accurately into a computerized system
- Navigate through computer screens and effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks
- Identify when computer output is incorrect and make corrections
- Plan and organize workload to ensure staff's work is completed in accordance with regulations relating to eligibility and timeliness
- Function effectively in a system with strict deadlines and constant changes
- Read, understand, apply and explain complicated and detailed correspondence and reports, regulations and policy directives
- Perform a variety of mathematical computations accurately and rapidly
- Prepare clear, concise and accurate records and reports
- Explain complex rules and programs so they can be understood by people of diverse socio-economic, cultural and educational backgrounds
- Gather, record and correctly evaluate IRS tax filing data, income and additional necessary information required for the determination of eligibility for one or more programs
- Explain health insurance plan options and plan details available to clients through the Affordable Care Act
- Review a variety of tax documents to obtain needed household filing information
- Explain health care reform tax credit implications to clients
- Refer clients to other community services as needed
- Assess and manage difficult and hostile persons or situations; or call for intervention when appropriate
- Interact with people, in a courteous manner, both in person, on the telephone, by mail or email communication
- Work in a fast-paced, professional office environment and prioritize a wide range of duties with varying time requirements to ensure timely completion

## **ELIGIBILITY SUPERVISOR – 5**

### **Ability To – Continued:**

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral directions and instructions

### **Training and Experience**

Qualifications need for this position:

One (1) year full time experience in an Eligibility Specialist III, Integrated Case Worker III, or Employment and Training Worker III classification in an Interagency Merit System (IMS) County;

OR

Four (4) years of full time experience determining eligibility for public assistance programs or providing employment services in a public human services agency.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.



# Exhibit D

Social Services Job Classification Wage Survey

Office and Employment & Training Worker Series

Feb-17		10 County Comparable Salary Survey															
		Office Supervisor		Off Assn I		Off Assn II		Off Assn III		Emp & Trng Sup		E & Trng I		E & Trng II		E & Trng III	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Amador		\$ 20,832	\$ 18,665	\$ 14,991						\$ 25.99	\$ 19.32	\$ 21.24	\$ 23.36				
Calaveras		\$ 18,831	\$ 15,510	\$ 14,300	\$ 18.48					\$ 25.99	\$ 19.53	\$ 21.49	\$ 23.63				
Colusa		\$ 15,103	\$ 10,665	\$ 11,175	\$ 12.96						\$ 14.73	\$ 16.28	\$ 17.98				
Del Norte																	
Glenn		\$ 18,477	\$ 10,371	\$ 11.36	\$ 12.65						\$ 15.12	\$ 16.64	\$ 18.38				
Inyo		\$ 21,143	\$ 17,881	\$ 19.55	\$												
Lassen		\$ 20,006	\$ 12,224	\$ 13.37													
San Benito		\$ 18,005	\$ 12,222	\$ 13.47	\$ 14.85					\$ 25.41	\$ 17.19	\$ 18.95	\$ 20.90				
Tehama		\$ 16,247	\$ 10,533	\$ 11.67	\$ 12.87					\$ 23.02	\$ 15.53	\$ 17.13	\$ 18.91				
Tuolumne		\$ 20,667	\$ 11,008	\$ 12.24	\$												
		\$ 169,831	\$ 111,665	\$ 122,700	\$ 71.81					\$ 100.41	\$ 101.42	\$ 111.73	\$ 123.16				
Average		\$ 18,887	\$ 12,440	\$ 13.63	\$ 14.36					\$ 25.10	\$ 16.90	\$ 18.62	\$ 20.52				
Plumas		\$ 16,415	\$ 10,200	\$ 10.65	\$ 12.04					\$ 21.77	\$ 15.75	\$ 17.03	\$ 18.79				
Proposed		\$ 18,000	\$ 13,000	\$ 13.65	\$ 14.33					\$ 25.10	\$ 16.90	\$ 18.62	\$ 20.52				

**EMPLOYMENT AND TRAINING WORKER I**

**DEFINITION**

Provides employability services to eligible applicants of local social service agencies; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; collaborates with partner agencies and employers; uses an automated system to maintain and monitor participants' records and generate reports; may determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Working under close supervision, Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. Employees in this class receive in-service training in the performance of routine duties related to the provision of employment services. Incumbents at the Employment and Training Worker I level are responsible for interviewing and evaluating the employability of eligible applicants and recipients to assist them with achieving self-sufficient employment. They assist with career guidance and planning in one or more employment assistance programs. Incumbents are expected to learn Department procedures and the more advanced employment training service methods and techniques.

As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Employment & Training Worker II after one year of satisfactory performance at the trainee level.

**REPORTS TO**

Employment and Training Worker Supervisor

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## EMPLOYMENT AND TRAINING WORKER I - 2

### EXAMPLES OF DUTIES

- Utilizing Motivational Interviewing techniques, interviews and evaluates eligible program participants' employability to assist participants in achieving self-sufficient employment.
- Administers and interprets vocational measurement tests.
- Assesses clients' employment and education history; identifies employment related skills, abilities and barriers; develops goals and plans to improve skills and abilities and overcome barriers; provides career guidance and employment and training counseling; provides labor market information related to local employment possibilities; and as appropriate, refers clients to employment related educational and training opportunities.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling as necessary; advocates on clients behalf for most appropriate services including enabling services.
- Assists applicants and recipients in utilizing available resources.
- Makes home visits in connection with casework assignments.
- Provides community outreach for various agency programs.
- Conducts orientation workshops and one-on-one training for new and returning program participants.
- Reads, comprehends and applies complex regulations, rules, policies and procedures including the federal Work Participation Rate.
- Participates in development and implementation of program strategies to increase the federal Work Participation Rate.
- Explains relevant program regulations, rules, and policies to clients and the general public.
- Presents information on available programs to community organizations, the general public, and employers during job fairs, community partner presentations, and one-on-one.
- Conducts ongoing research to identify labor market information and employment and training opportunities for program participants; and establishes and maintains contacts with regional employers and training providers.
- Completes and processes disbursement of funds, documents for clients' authorized supportive services, i.e., childcare and transportation.
- Places clients into appropriate paid and/or non-paid work training assignments and monitors performance and progress.
- Completes and processes documents, correspondence, and reports for authorized supportive services, manually or using an automated system.
- Operates a personal computer, including software programs and an automated system, to enter and retrieve data, manage individual client cases and overall caseload, compile statistical reports, and perform other assigned duties.
- Maintains regular contact with clients to monitor each client's completion of tasks and progress toward attaining goals that will lead to securing employment, and compliance with program requirements.
- Documents evidence of individual clients' compliance or non-compliance with program rules and regulations, and follows procedures related to the imposition of sanctions.
- Performs a variety of clerical duties related to organizing, prioritizing and scheduling assignments; meeting deadlines; completing forms, reports and other documents; maintaining automated and manual files and logs; managing client cases; and fulfilling other responsibilities as required.

## **EMPLOYMENT AND TRAINING WORKER I - 3**

- Establishes and maintains cooperative, effective working relationships with program participants; department employees; regional employers, educational facilities, trainers and all others who are program stakeholders and supporters.
- May assess family situation to determine if Family Stabilization services are appropriate.
- May develop Family Stabilization service plan with family and service providers.
- Performs related duties as assigned.
- Position also responsible for determining the eligibility for public assistance programs perform the following additional duties:
  - Analyzes financial information and eligibility information to determine initial or continuing eligibility for multiple aid programs.
  - Enters and retrieves numerical and narrative data and issues benefits from an automated computer system.
  - Assists clients in accessing community services.
  - Organizes caseload so that necessary case records and documents are processed and updated within specific time limits established by regulation and local policy.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General goals and purpose of employment preparation and training programs, and public social services programs.
- Effective and appropriate career, vocational, and employment counseling techniques.
- Occupational fields and regional labor market trends for private and public sector employers.
- Services provided within the department or agency that program participants may require and the procedure for referring participants for those services.
- Local and regional socio-economic conditions.
- Characteristics, customs and unique needs of local ethnic/cultural populations.
- Basic principles of individual and family behaviors that impact and/or contribute to family stability and self-sufficiency.
- Basic principles involved in the growth and development of personality and in-group processes.
- Department and community resources available to program participants.
- Computer terminology and computer keyboard arrangement.

## EMPLOYMENT AND TRAINING WORKER I – 4

### Ability to:

- Apply techniques and methods for conducting successful employment-related interviews, record keeping and standard office procedures.
- Elicit factual information from prospective and current program participants who may exhibit behavior indicative of those experiencing deprivation and/or emotional difficulties.
- Interpret financial information and make basic arithmetical computations.
- Accurately gather, record and evaluate data necessary for the implementation of appropriate employment preparation and training programs.
- Prepare reports, forms, plans and agreements required by program rules, regulations, policies and procedures
- Establish effective engagement with clients; use fact-finding techniques and perform in-depth and interactive interviewing.
- Listen to clients and develop professional rapport in order to determine the underlying barriers to employment.
- Obtain facts and recognize the relevance and significance; analyze situations and adopt effective courses of action.
- Plan and organize caseload to ensure that deadlines and regulations regarding time limits are met.
- Read, understand, apply and explain complicated and detailed correspondence and reports, regulations and policy directives.
- Determine appropriate course of action in emergency situations.
- Enter information accurately into a computerized system, and navigate effectively through automated multi-screen client record system.
- Identify client problems that require referral to other social or community resources.
- Speak and write in a clear and concise manner, using correct English.
- Read, comprehend, apply, and follow complex rules, regulations, policies, procedures and other written instructions, including the policies, procedures, and programs of the Social Services Department.
- Prepare standard reports, forms, plans and agreements required by program rules, regulations, policies and procedures.
- Use tact and diplomacy when communicating with all persons, including those with different socioeconomic and cultural backgrounds.
- Identify and assess program participants' employment barriers and develop individual participant plans for securing employment.
- Monitor individual participants' compliance with program regulations and when appropriate, implement required sanctions.
- Regularly evaluate individual participants' progress toward meeting established goals for securing employment; use appropriate methods to motivate and encourage participants and when necessary, to counsel participants who have not met goals or expectations.
- Coach individual participants in how to prepare for a job interview and meet future employers' job performance expectations.
- Present training workshops to groups of program participants.
- Establish, maintain, and manage complex records.
- Establish and maintain cooperative working relationships with co-workers, supervisory and managerial staff; area employers who are willing to employ program participants; community

## EMPLOYMENT AND TRAINING WORKER I – 5

### Ability To -- continued:

based services providers of child care, transportation and other services where program participants are required to attain employment goals; and all others with whom contact is made during the normal course of business.

- Operate office equipment such as a personal computer, (including automated systems, databases, word processing, spreadsheets, and electronic communications programs), calculator and photocopier.

### Training and Experience:

Qualifications required for this position:

One (1) year of full-time experience as an Eligibility Worker II or Social Worker I;

OR

Six (6) months of full-time experience as an Eligibility Worker II; and completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

OR

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; and completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

OR

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

OR

Graduation from an accredited four (4) year college or university.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **EMPLOYMENT AND TRAINING WORKER II**

### **DEFINITION**

Provides employability services to eligible applicants of local social service agencies; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; collaborates with partner agencies and employers; uses an automated system to maintain and monitor participants' records and generate reports; may determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Working under general supervision, Employment & Training Worker II is the journey level in the Employment & Training Worker series. Employees at this level are expected to be fully qualified and able to perform a wide range of employability services including initiating independent contact and collaborating with employers and other service providers. Incumbents interview and evaluate the employability of eligible applicants and recipients to assist them in achieving self-sufficient employment. They provide consultation, guidance, and career planning in one or more employment assistance programs. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Employment & Training Worker I, or if filled from the outside, require prior related experience.

### **REPORTS TO**

Employment and Training Worker Supervisor

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None



## EMPLOYMENT AND TRAINING WORKER II - 2

### EXAMPLES OF DUTIES

- Utilizing Motivational Interviewing techniques, interviews and evaluates eligible program participants' employability to assist participants in achieving self-sufficient employment.
- Administers and interprets vocational measurement tests.
- Assesses clients' employment and education history; identifies employment related skills, abilities and barriers; develops goals and plans to improve skills and abilities and overcome barriers; provides career guidance and employment and training counseling; provides labor market information related to local employment possibilities; and as appropriate, refers clients to employment related educational and training opportunities.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling as necessary; advocates on clients behalf for most appropriate services including enabling services.
- Assists applicants and recipients in utilizing available resources.
- Makes home visits in connection with casework assignments.
- Provides community outreach for various agency programs.
- Conducts orientation workshops and one-on-one training for new and returning program participants.
- Reads, comprehends and applies complex regulations, rules, policies and procedures including the federal Work Participation Rate.
- Participates in development and implementation of program strategies to increase the federal Work Participation Rate.
- Explains relevant program regulations, rules, and policies to clients and the general public.
- Presents information on available programs to community organizations, the general public, and employers during job fairs, community partner presentations, and one-on-one.
- Conducts ongoing research to identify labor market information and employment and training opportunities for program participants; and establishes and maintains contacts with regional employers and training providers.
- Completes and processes disbursement of funds, documents for clients' authorized supportive services, i.e., childcare and transportation.
- Places clients into appropriate paid and/or non-paid work training assignments and monitors performance and progress.
- Completes and processes documents, correspondence, and reports for authorized supportive services, manually or using an automated system.
- Operates a personal computer, including software programs and an automated system, to enter and retrieve data, manage individual client cases and overall caseload, compile statistical reports, and perform other assigned duties.
- Maintains regular contact with clients to monitor each client's completion of tasks and progress toward attaining goals that will lead to securing employment, and compliance with program requirements.
- Documents evidence of individual clients' compliance or non-compliance with program rules and regulations, and follows procedures related to the imposition of sanctions.
- Performs a variety of clerical duties related to organizing, prioritizing and scheduling assignments; meeting deadlines; completing forms, reports and other documents; maintaining automated and manual files and logs; managing client cases; and fulfilling other responsibilities as required.

## **EMPLOYMENT AND TRAINING WORKER II - 3**

- Establishes and maintains cooperative, effective working relationships with program participants; department employees; regional employers, educational facilities, trainers and all others who are program stakeholders and supporters.
- May assess family situation to determine if Family Stabilization services are appropriate.
- May develop Family Stabilization service plan with family and service providers.
- Performs related duties as assigned.
- Position also responsible for determining the eligibility for public assistance programs perform the following additional duties:
  - Analyzes financial information and eligibility information to determine initial or continuing eligibility for multiple aid programs.
  - Enters and retrieves numerical and narrative data and issues benefits from an automated computer system.
  - Assists clients in accessing community services.
  - Organizes caseload so that necessary case records and documents are processed and updated within specific time limits established by regulation and local policy.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General goals and purpose of employment preparation and training programs, and public social services programs.
- Effective and appropriate career, vocational, and employment counseling techniques.
- Occupational fields and regional labor market trends for private and public sector employers.
- Services provided within the department or agency that program participants may require and the procedure for referring participants for those services.
- Local and regional socio-economic conditions.
- Characteristics, customs and unique needs of local ethnic/cultural populations.
- Basic principles of individual and family behaviors that impact and/or contribute to family stability and self-sufficiency.
- Basic principles involved in the growth and development of personality and in-group processes.
- Department and community resources available to program participants.
- Computer terminology and computer keyboard arrangement.

## EMPLOYMENT AND TRAINING WORKER II – 4

### Ability to:

- Apply techniques and methods for conducting successful employment-related interviews, record keeping and standard office procedures.
- Elicit factual information from prospective and current program participants who may exhibit behavior indicative of those experiencing deprivation and/or emotional difficulties.
- Interpret financial information and make basic arithmetical computations.
- Accurately gather, record and evaluate data necessary for the implementation of appropriate employment preparation and training programs.
- Prepare reports, forms, plans and agreements required by program rules, regulations, policies and procedures
- Establish effective engagement with clients; use fact-finding techniques and perform in-depth and interactive interviewing.
- Listen to clients and develop professional rapport in order to determine the underlying barriers to employment.
- Obtain facts and recognize the relevance and significance; analyze situations and adopt effective courses of action.
- Plan and organize caseload to ensure that deadlines and regulations regarding time limits are met.
- Read, understand, apply and explain complicated and detailed correspondence and reports, regulations and policy directives.
- Determine appropriate course of action in emergency situations.
- Enter information accurately into a computerized system, and navigate effectively through automated multi-screen client record system.
- Identify client problems that require referral to other social or community resources.
- Speak and write in a clear and concise manner, using correct English.
- Read, comprehend, apply, and follow complex rules, regulations, policies, procedures and other written instructions, including the policies, procedures, and programs of the Social Services Department.
- Prepare standard reports, forms, plans and agreements required by program rules, regulations, policies and procedures.
- Use tact and diplomacy when communicating with all persons, including those with different socioeconomic and cultural backgrounds.
- Identify and assess program participants' employment barriers and develop individual participant plans for securing employment.
- Monitor individual participants' compliance with program regulations and when appropriate, implement required sanctions.
- Regularly evaluate individual participants' progress toward meeting established goals for securing employment; use appropriate methods to motivate and encourage participants and when necessary, to counsel participants who have not met goals or expectations.
- Coach individual participants in how to prepare for a job interview and meet future employers' job performance expectations.
- Present training workshops to groups of program participants.
- Establish, maintain, and manage complex records.
- Establish and maintain cooperative working relationships with co-workers, supervisory and managerial staff; area employers who are willing to employ program participants; community

## EMPLOYMENT AND TRAINING WORKER II – 5

### Ability To – continued:

based services providers of child care, transportation and other services where program participants are required to attain employment goals; and all others with whom contact is made during the normal course of business.

- Operate office equipment such as a personal computer, (including automated systems, databases, word processing, spreadsheets, and electronic communications programs), calculator and photocopier.

### Training and Experience:

Qualifications needed for this position:

One (1) year of full-time experience as an Employment & Training Worker I;  
OR

Thirty (30) months of full-time experience performing vocational guidance, employment counseling or placement services; and completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing & measurement or counseling preparation;

OR

Three (3) years of full-time experience performing vocational guidance, employment counseling or placement services;

OR

Graduation from an accredited four year college or university; and one (1) year of full-time experience performing vocational guidance, employment counseling or placement services.

A bachelor's degree in behavioral science with emphasis in vocational guidance, employment counseling or career assessment or a closely related field may substitute for One (1) year of the required experience in performing vocational guidance, employment counseling and placement.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **EMPLOYMENT & TRAINING WORKER III**

### **DEFINITION**

Under limited supervision, the Employment & Training Worker III performs the most complex work and specialized assignments requiring an advanced level of technical knowledge in employability services and, depending on assignment, public assistance programs; may perform lead work and/or training to a unit of workers providing employability services and determining eligibility of applicants and recipients for public assistance programs; uses an automated system for caseload management; identifies client needs for social and health services and makes appropriate referrals; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Employment & Training Worker III is the advanced journey level in this series. Incumbents in this series are expected to perform complex duties related to interviewing and evaluating the employability of eligible applicants and recipients, to assist them in achieving self-sufficient employment, and may serve as a lead worker in a unit of worker providing employability services.

Incumbents receive supervision from an Employment & Training Supervisor. An Employment and Training Worker III has no responsibility for supervising others, but may provide lead direction to other Employment and Training Workers.

### **REPORTS TO**

Employment & Training Worker Supervisor

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## EMPLOYMENT AND TRAINING WORKER III – 2

### EXAMPLES OF DUTIES

- Assists in the development and implementation of procedures for employment and training and, depending on assignment, public assistance programs.
- Administers and interprets vocational measurement tests; assesses program participants' employment readiness.
- Identifies employment barriers and develops plan to assist client in overcoming barriers, including making referrals to other professional for assistance.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling as necessary; advocates on clients behalf for most appropriate services including enabling services.
- Assists applicants and recipients in utilizing available resources.
- Makes home visits in connection with casework assignments.
- Provides community outreach for various agency programs.
- Explains regulations, rules, and policies to clients to apprise them of their rights, responsibilities, and eligibility for participation and explains employment programs to clients and the general public.
- Assesses clients' employment and education history and develops plans for participants to achieve gainful employment and provides career guidance and counseling.
- Conducts interviews with a diverse population of clients to obtain and verify information.
- Conducts orientation workshops and one-on-one training for new and returning program participants.
- Presents information on available programs to community organizations, the general public, and employers during job fairs, community partner presentations, and one-on-one.
- Regularly contacts and monitors participants' progress in meeting established goals and compliance with program requirements.
- Within mandated timeframes, documents evidence of individual clients' non-compliance with program rules and regulations, and when appropriate, follows procedures for recommending imposition of sanctions for cause.
- Monitors training and work site arrangements.
- Serves as the Department's hearing representative when program participants dispute determinations concerning eligibility for program participation.
- Assists in the gathering of labor market information and shares this information with program participants.
- Develops and maintains client employment and training opportunities by maintaining positive liaisons with area employers and entities that provide job-related training.
- Completes and processes documents, correspondence, and reports for authorized supportive services, manually or using an automated system.
- Enters and retrieves data and performs caseload management activities on an automated computer system; performs case reviews as assigned.
- May assess family situation to determine if Family Stabilization services are appropriate.
- May develop Family Stabilization service plan with family and service providers.
- May provide training and/or lead direction to staff.

## EMPLOYMENT AND TRAINING WORKER III – 3

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed primarily in an office environment, and may require occasional travel within a designated service area. Work includes continuous contact with staff and the public. Work may involve stressful situations and include dealing with erratic and sometimes threatening behavior.

#### **Knowledge of:**

- Laws, rules, regulations and goals of publicly funded employment and training programs.
- Theory and methodology in career planning, vocational guidance programs, and employment counseling, including practical and realistic methods for assisting program participants become gainfully employed.
- Basic principles of individual and group behavior.
- Principles of training and staff development.
- Hiring trends and practices of private and public sector employers in the local labor market.
- Community-based job training programs and other resources available to low income job seekers.
- Department and community resources available to clients.
- Computer terminology and computer keyboard arrangement.
- Positions also responsible for determining the eligibility for public assistance programs require the following additional knowledge:
  - Laws, rules, regulations and goals of multiple public assistance programs.
  - Resources available to obtain and verify information concerning eligibility.

#### **Ability to:**

- Elicit factual information from prospective and current program participants, some of whom may exhibit behavior or symptoms indicative of persons experiencing deprivation and/or emotional difficulties.
- Interpret financial information and make basic arithmetical computations.
- Evaluate and, when appropriate, recommend changes and/or corrections to program participant cases.
- Establish effective engagement with clients; use fact-finding techniques and perform in-depth and interactive interviewing.
- Listen to clients and develop professional rapport in order to determine the underlying barriers to employment.

## EMPLOYMENT AND TRAINING WORKER III – 4

### Ability to – continued:

- Obtain facts and recognize the relevance and significance; analyze situations and adopt effective courses of action.
- Monitor program participants' compliance with program regulations and requirements, and monitor progress toward becoming gainfully employed.
- Prepare reports, correspondence, forms, plans, and agreements.
- Accurately enter data into an automated computer system and navigate through multiple-screen records.
- Identify problems requiring referral to other sources.
- Speak and write effectively.
- Read, understand and follow complex rules, regulations, policies, and memos.
- Communicate with others from diverse socioeconomic and cultural backgrounds.
- Identify and evaluate needs and barriers to employment, and complete employability plans.
- Interpret financial information and make basic arithmetical computations.
- Competently gather and accurately record and evaluate program related data.
- Train individuals and groups.
- Prepare and make presentations to a variety of audiences.
- Manage automated and manual client and program records.
- Establish and maintain cooperative working relationships with employers, outside providers, agency staff, and the general public.
- Use a personal computer (databases, word processing, spreadsheets, and electronic communications) and automated systems effectively, and operate other modern office equipment such as a copier, telephone system and calculator.
- Lead, direct, and train other employment services and eligibility staff and outside service providers.

### TRAINING AND EXPERIENCE

Qualifications needed for this position:

One (1) year of full-time experience as an Employment & Training Worker II,  
OR

Six (6) months of full-time experience comparable to Employment & Training Worker II and completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement, or counseling preparation.  
OR

Eighteen (18) months of experience performing duties comparable to Employment & Training Worker II, Eligibility Worker III, or Social Worker II.



## EMPLOYMENT AND TRAINING WORKER III – 5

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

## **EMPLOYMENT AND TRAINING WORKER SUPERVISOR**

### **DEFINITION**

Under general direction, the Employment & Training Worker Supervisor plans, organizes and supervises work of a unit of employees engaged in the performance of employability evaluation and provision of other employment services to eligible applicants and clients of local social service agencies and who may be responsible for determining eligibility of applicants and recipients for public assistance program; may use an automated system for caseload monitoring activities; and performs related work as required. Employment & Training Worker Supervisor is the supervisory level in the Employment & Training Worker class series.

### **DISTINGUISHING CHARACTERISTICS**

This is the first level supervisory class in the Employment and Training Worker series. Incumbents may also perform the most complex and specialized duties relating to various aspects of employment training and evaluation services. Employment & Training Worker Supervisor supervises staff whose primary focus is in providing the full scope of employability services to eligible applicants.

### **REPORTS TO**

Social Services Program Manager or Assistant Director / Program Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Employment and Training Worker I, II, III and office support staff.

## **EMPLOYMENT AND TRAINING WORKER SUPERVISOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, assigns, and supervises a unit of employees who provide employment and training services to eligible clients and who may determine eligibility for public assistance programs.
- Selects, trains, directs, evaluates, and disciplines subordinate staff, and addresses performance and personnel problems by presenting constructive plans for resolving performance deficiencies and resolving personnel problems.
- Meets with employees on a group and individual basis to discuss or interpret departmental rules, regulations and policies, and to confer with staff on the difficult eligibility and employment and training issues.
- Reviews cases for accuracy, compliance, and timeliness, and to ensure the quality of client services.
- Serves as a technical expert and resource on the most complex casework problems.
- Collaborates with other supervisors, management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
- Collaborates with staff and representatives from other divisions, agencies, and the community.
- Provides resources and tools to enhance employee performance and training.
- Evaluates and purchases standardized vocational and psychological assessment inventories.
- Administers and interprets vocational measurement tests.
- Represents the department at meetings and conferences.
- Participates in special studies or research projects as assigned.
- Interviews complainants and makes cause determinations for program participants who are not in compliance.
- Receives and prepares written correspondence, reports and other documents related to unit activity and mandated federal and state reports.
- Supervises staff responsible for assuring continuing public assistance benefit eligibility and coordinating the provision of support services for employment program participants.
- Uses a personal computer and automated systems.
- Attends supervisory meetings and training as assigned.
- Performs other duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## EMPLOYMENT AND TRAINING WORKER SUPERVISOR - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Laws, rules, and regulations governing employment preparation and training and multiple public assistance programs.
- Policies, procedures, programs, and goals of public social services agencies.
- Principles of supervision, training, and instructional methods and techniques.
- Leadership techniques.
- Department and community resources available to clients.
- Principles of employment services and other public social services.
- Requirements of Department Civil Rights programs and hearings.
- Computer terminology and computer keyboard arrangement.
- Career, vocational and employment counseling techniques.
- Hiring trends and practices of private and public sector employers.
- Techniques and procedures used in career planning and vocational guidance programs.

#### Ability to:

- Exercise sound judgment when organizing, directing, prioritizing and assigning unit activities.
- Select, train, supervise, evaluate and discipline subordinate staff.
- Speak and write effectively and use correct English.
- Make referrals to appropriate agencies and social service programs.
- Determine appropriate course of action in day-to-day and emergency situations.
- Access and retrieve data from an automated computer system.
- Interpret and explain regulations and policy directives.
- Prepare clear, concise, and accurate records and reports.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Work effectively with other community agencies, state, local government agencies, private and public organizations.
- Use available resources effectively to determine applicants' and program participants' employment potential and barriers.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
- Conduct individual and group training.
- Effectively represent employment and training programs in contacts with service providers, the public, community organizations, and other governments' agencies.
- Establish and maintain cooperative working relationships.

## EMPLOYMENT AND TRAINING WORKER SUPERVISOR - 4

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of full-time experience as an Eligibility Supervisor or Social Worker Supervisor I;

OR

One (1) year of full-time experience as an Employment & Training Worker III AND successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Eighteen (18) months of fulltime experience as an Employment & Training Worker III;

OR

Thirty (30) months of full-time experience as an Employment & Training Worker II AND successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation;

OR

Three years of full-time experience as an Employment & Training Worker II.

OR

Three years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services, including one year of lead or supervisory experience or training in a social services program AND completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

**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.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required. Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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.

# Exhibit E

Social Services Job Classification Wage Survey

Office and Employment & Training Worker Series

Feb-17		10 County Comparable Salary Survey													
		Office Supervisor		Off Asst. I		Off Asst. II		Off Asst. III		Employ. & Training		E-8 (M-1)		E-9 (M-1)	

## OFFICE ASSISTANT I

### DEFINITION

Performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function and initiate cases through the department's automated system; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Working under close supervision, Office Assistant I is the entry/trainee level in the Office Assistant series. Employees in this class receive in-service training and are given detailed instructions in the performance of routine clerical duties related to filing, reception, form processing, record maintenance, mail, and typing or data entry and performs tasks that are more structured and repetitive than those assigned to level II.

As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Office Assistant II level after one year of satisfactory performance at the trainee level.

### REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment

### CLASSIFICATIONS DIRECTLY SUPERVISED

None



## **OFFICE ASSISTANT I - 2**

### **EXAMPLES OF DUTIES**

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Addresses complaints and explains regulations to customers or the public using tact and diplomacy.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Prepares items for mailing and sorts and distributes incoming mail according to established guidelines and procedures.
- Operates multiline telephone system including answering calls, transferring calls, and taking messages.
- Schedules customer appointments and maintains schedules for technical or professional staff.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Operates a variety of standard office equipment.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems, or other department-specific computer systems.
- May assist with basic financial recordkeeping.
- Maintains accurate department and customer records.
- Performs initial screening of applications for departmental services.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Assists with maintaining work time, invoice, work order information, and a variety of office files and records.
- Performs a variety of office assistant assignments.
- Performs related duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

## OFFICE ASSISTANT I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- General office functions, procedures, equipment, and filing systems.
- General goals and purposes of department programs, services, and operations.
- English grammar, spelling, and punctuation.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.
- Basic mathematics.

#### Ability to:

- Explain policies, procedures, and regulations governing program operations.
- Learn and apply the policies and procedures of the office where assigned.
- Analyze situations involving rules and regulations and demonstrate good judgment when making decisions.
- Quickly and accurately enter and retrieve data using an automated system.
- Communicate effectively orally and in writing.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds
- Work cooperatively as part of a team.
- Identify and correct inaccurate or inconsistent information.
- Listen attentively and understand oral information provided.
- Prioritize, plan, and organize one's own work.
- Maintain professional relations at all times and maintain good public relationships
- Accurately type 45 words per minute.

#### Training and Experience:

Qualifications needed for this position:

Experience and/or training in an office setting, paid or unpaid, related to filing, reception, processing mail, typing, data entry, answering telephones, assisting the public or other office support duties.

**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.

## **OFFICE ASSISTANT II**

### **DEFINITION**

Under general Supervision, performs a variety of general or specialized office assistant duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function and initiate cases through the department's automated system; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Office Assistant II is the journey level in the Office Assistant series. Employees at this level are expected to be fully qualified and able to perform difficult and responsible office support work within the framework of established work methods and procedures and to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Office Assistant I, or if filled from the outside, require prior related experience.

Job assignments are performed with minimal guidance and supervision. This class may be also be used as a training class for entry into the Fiscal and Technical Services Assistant class series.

### **REPORTS TO**

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **OFFICE ASSISTANT II - 2**

### **EXAMPLES OF DUTIES**

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Addresses complaints and explains regulations to customers or the public.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Prepares items for mailing and sorts and distributes incoming mail according to established guidelines and procedures.
- Operates multiline telephone system including answering calls, transferring calls, and taking messages.
- Schedules customer appointments and maintains schedules for technical or professional staff.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Operates a variety of standard office equipment.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems, or other department-specific computer systems.
- Maintains accurate department and customer records.
- Performs initial screening of applications for departmental services.
- Performs related duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

## OFFICE ASSISTANT II - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Policies and procedures of the Department and unit where assigned.
- General goals and purposes of department programs, services, and operations.
- General office functions, procedures, equipment, and filing systems.
- Correct English usage, spelling, grammar, and punctuation.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.
- Filing and information retrieval systems.
- Basic Mathematics

#### Ability to:

- Explain policies, procedures, and regulations governing program operations.
- Analyze situations involving rules and regulations and demonstrate good judgment when making decisions.
- Quickly and accurately enter and retrieve data using an automated system.
- Communicate effectively orally and in writing.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.
- Work cooperatively as part of a team.
- Identify and correct inaccurate or inconsistent information.
- Listen attentively and understand oral information provided.
- Prioritize, plan, and organize one's own work.
- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the office where assigned.
- Accurately type 45 words per minute.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Follow oral and written directions.
- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

## OFFICE ASSISTANT II - 4

### **Training and Experience:**

Qualifications needed for this position:

One year of office assistance experience, performing assignments comparable to those of an Office Assistant I with Plumas County;

OR

One (1) year of full-time experience performing clerical duties in an office environment.

**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.

## OFFICE ASSISTANT III

### DEFINITION

Under limited supervision, the Office Assistant III performs highly responsible, specialized, and technical office support activities; explains rules, policies, and operations related to department records, programs, and services; may serve as a lead-worker and provide training and work assignments to a group of office support staff; may conduct initial application screening interview and initiate cases through automated systems; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

The Office Assistant III is the advanced journey level in the Office Assistant series. Incumbents act as lead-worker to a group of office support staff, perform applicant screening in addition to other primary responsibilities, or exercise detailed subject matter knowledge of a specific and complex program area or specialized record keeping system. They are expected to be thoroughly familiar with the policies and procedures of the Department and/or program where assigned.

### REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

## OFFICE ASSISTANT III - 2

### EXAMPLES OF DUTIES

- Provides interpretation and guidance to new employees, lower level clerical staff, and coworkers on new or revised policies and procedures.
- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Coordinates, distributes, and reprioritizes work tasks to adjust to changing demands.
- Monitors the quality and timeliness of work.
- Assists others with complex or non-routine matters.
- Provides supervisor with feedback on employees and process improvements.
- Addresses complaints and explains regulations to customers or the public.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Operates a variety of standard office equipment.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems or other department-specific computer systems.
- Performs a variety of financial and fiscal recordkeeping, including maintenance of summary account expenditures, accounts, receivable, and accounts payable records.
- Assists with the preparation and control of budgets.
- Records and logs invoices and claims.
- Prepares documents and publications.
- Establishes types and proofreads documents and materials.
- Tabulates data and verifies totals.
- May work on publications and special reports.
- May assist with child payment claims.
- May assist with public assistance records.
- May prepare and issue permits.
- Performs a wide variety of office and program support assignments.
- Performs special assignments and projects as delegated.
- May have responsibility for organizing the development and distribution of parent support and resource/referral information.
- Operates a computer, using word-processing, spreadsheet, and other software.
- Operates office equipment.



## OFFICE ASSISTANT III - 3

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General office functions, procedures, equipment, and filing systems.
- General goals and purposes of department programs, services, and operations.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office support where assigned.
- Proper English grammar, spelling, and punctuation.
- Standard formats and vocabulary used in business correspondence.
- Basic supervisory and training and development principles and practices.
- State, County, or Department computer systems.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.
- Modern office practices, methods, and procedures.
- Fiscal, account, and budget recordkeeping.
- Computers and software used in office and program support assignments.
- Basic mathematics.

#### **Ability to:**

- Explain policies, procedures, and regulations governing program operations.
- Analyze situations involving complex rules and regulations and demonstrate good judgment when resolving differences.
- Provide effective verbal and written instruction to others.
- Prioritize, plan, and organize one's own work.
- Conduct interviews and record information simultaneously.
- Quickly and accurately enter and retrieve data using an automated data system.
- Identify and correct inaccurate or inconsistent information.

## OFFICE ASSISTANT III - 4

### **Ability To – continued:**

- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.
- Provide direction to and train subordinate staff.
- Work cooperatively as part of a team.
- Listen attentively and understand oral information provided.
- Maintain flexibility in daily activities and decision making.
- Perform a variety of specialized office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the office where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Accurately type 45 words per minute.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Follow oral and written directions.
- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of office assistance experience, performing assignments comparable to those of an Office Assistant II with Plumas County;

OR

Two (2) years of full-time experience performing clerical duties in an office environment, including one (1) year at the journey level.

**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.

**OFFICE SUPERVISOR**

**DEFINITION**

Under limited supervision, the Office Supervisor plans, organizes, supervises, and participates in the work of an office support unit; establishes and maintains administrative records; may oversee the initial application screening function in the assigned departments' automated system; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a full supervisory classification for the planning, organization, and supervision of the office and administrative support functions in one of the larger County departments.

**REPORTS TO**

Depending upon the Department or program area of assignment, the Office Supervisor reports to the designated supervisor or manager for the position

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Office Assistant I, II, & III; Fiscal and Technical Assistant I, II, & III; and other specialized office support classifications.

## **OFFICE SUPERVISOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, assigns, supervises, and reviews the work of support staff to ensure quality, completion, and compliance with department standards.
- Selects, trains, evaluates, and disciplines subordinate staff.
- Identifies training needs, conducts training, and provides leadership and coaching for staff.
- Independently establishes a course of action to accomplish work objectives and adapts to meet changing priorities.
- In cooperation with management, develops or revises policies, procedures, and templates to improve efficiency, effectiveness, and compliance.
- Arranges for additional staffing to meet established objectives.
- Answers inquiries and resolves complaints from customers, service providers, department personnel, and the public.
- Functions as an authoritative resource of information on regulations, rules, department policies, and guidelines.
- Establishes and updates administrative records and summaries for department such as budgetary, revenue and expenditures, personnel and payroll records, inventory control, workflow and production output, work load, and regulatory and procedural manuals.
- Operates and oversees the use of automated systems, works with IT staff to implement modifications, and utilizes various software applications.
- Researches, compiles, and analyzes data for a variety of projects.
- Promotes cooperative professional working relations among staff, resolves conflicts, and monitors work environment.
- Provides employees with guidance and prepares performance evaluations.
- Performs special assignments and projects as delegated.
- Performs related duties as assigned.

### **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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

## **OFFICE SUPERVISOR - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods and procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.
- General office functions, procedures, equipment, and filing systems.
- English grammar, vocabulary, spelling, and punctuation.
- Principles of training development, implementation, and evaluation.
- Computers and automated data systems.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.

#### **Ability to:**

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.
- Explain and apply policies, procedures, and regulations governing program operations.

## OFFICE SUPERVISOR - 4

### Ability to – Continued:

- Exercise good judgment when organizing, directing, prioritizing, and supervising unit activities.
- Train, supervise, evaluate, and discipline subordinate staff.
- Provide effective oral and written instruction to others.
- Quickly and accurately enter and retrieve data using an automated data system.
- Establish and maintain effective working relationships.
- Listen attentively and understand written and verbal information provided.
- Establish long-range objectives, goals, and strategies.
- Develop forms and letters.
- Maintain composure and react professionally.

### Training and Experience:

Qualifications needed for this position:

Four (4) years of increasingly responsible office and administrative support assistance experience, preferably including at least one (1) year in a supervisory or lead position.

**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.

# Exhibit F

# Social Services Job Classification Wage Survey

1/1/2017

## Staff Services Analyst I/II & Information Systems Technology

	Staff Ser Analyst I			Staff Ser Analyst II			Information Systems Technology		
Amador	\$	23.62	\$	25.99			20.46		
Calaveras	\$	25.07	\$	25.96			22.7		
Colusa	\$	20.53	\$	23.83			22.37		
Del Norte							0		
Glenn			\$	25.40			23.56		
Inyo							0		
Lassen							19.67		
San Benito	\$	20.60	\$	23.84			19.24		
Tehama	\$	19.56	\$	21.60			20.55		
Tuolumne							18.24		
Sum	\$	109.38	\$	146.62			166.79		
Average	\$	21.88	\$	24.44			20.85		
Plumas	\$	19.26					17.46		
Proposed	\$	20.95	\$	23.10			20.85		



**STAFF SERVICES ANALYST I**

**DEFINITION**

The Staff Services Analyst I is responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, and other administrative systems of average to difficult complexity; prepare correspondence; and perform other related duties as assigned. Incumbents do not supervise other professional staff, but may supervise clerical and/or technical employees as an ancillary duty (not as the preponderant responsibility of the position).

**DISTINGUISHING CHARACTERISTICS**

The Staff Services Analyst I level is the entry level into the professional Staff Services series. Incumbents work under close supervision. Assignments are generally limited in scope and under the direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision.

Most incumbents are expected to promote to the II level after one year of satisfactory performance; however, positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated to the Staff Services Analyst I level.

**REPORTS TO**

Division Program Manager or Program Manager/Assistant Director

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## STAFF SERVICES ANALYST I – 2

### EXAMPLES OF DUTIES

- Performs, coordinates, monitors, and participates in various administrative analytical functions, typically within a departmental program or administrative section.
- Reviews program updates, letters, and notices for potential impact on various programs and activities; recommends and prepares policy and procedure changes to ensure compliance.
- Compiles, maintains, and analyzes data; identifies trends, and makes recommendations involving the formulation of policy and procedures, as well as staffing and organizational changes.
- Serves as a resource and provides advice and information to supervisors, managers, and other internal staff, the public, and other agencies in area(s) of assignment including the interpretation and explanation of a variety of programs, policies, rules, regulations, labor contracts, and Memorandum of Understanding.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, staff development, and/or programmatic problems.
- Makes presentations before committees, boards, commissions, departmental staff, advisory groups, or community groups to provide information and recommendations, advocate a position, encourage participation, and/or respond to questions.
- Analyzes business process requirements and coordinates with information technology staff and/or consultants to develop automated solutions.
- May plan and coordinate the design and implementation of new and revised programs, systems, procedures, methods of operation, and forms.
- Compiles materials; prepares analytical reports, manuals, and publications.
- Prepares public relations materials (e.g. brochures, informational materials, customer satisfaction surveys).
- Provides consultation and recommends solutions regarding research findings, organizational improvement initiatives and related issues concerning departmental effectiveness and goal attainment. Evaluates effectiveness through performance measure development and monitoring activities, and recommends modifications.
- Collaborates with County departments and agencies on cross-functional projects.
- Coordinates assigned activities with other departments, divisions, units, and with outside agencies; represents the division or department in committee meetings; responds to complaints and requests for information.
- Establishes and maintains positive working relationships with co-workers; representatives of community organizations; state/local agencies and associations; internal management and staff; and the public by utilizing principles of effective customer service.
- Reviews, evaluates, and recommends actions on appeals for administrative hearings; makes presentations to the Administrative Law Judge on behalf of the assigned department.
- Investigates client complaints; maintains complaint-related documentation.
- Plans, designs, performs, and documents quality assurance activities pertaining to staff qualifications, case activities, financial, and/or other assigned functions.

### **STAFF SERVICES ANALYST I – 3**

- May supervise clerical and/or technical employees by assigning, monitoring, reviewing, and evaluating their work; may provide training to less experienced staff.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Public and business administration principles and practices.
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures.
- General research practices, techniques, and terminology to conduct research for a department.
- A variety of computer software applications, including database, graphics/presentation, work processing and spreadsheet software.
- Methods and techniques of report preparation.
- English language (i.e. composition, spelling, grammar, and sentence structure).
- Project management principles to ensure projects activities are conducted in a fiscally responsible and timely manner.
- Principles and practices of effective customer service.
- Principles of teamwork and teambuilding in order to work effectively as a member of a team and facilitate effective teamwork.
- Principles and practices of the functional areas applicable to the assigned options.
- Principles and practices of leadership and supervision.
- Community needs and resources.

#### **Ability to:**

- Analyze a situation or problem, including stressful situations, accurately and objectively in order to identify alternative solutions and determine an effective course of action.

## STAFF SERVICES ANALYST I – 4

### Ability to - continued:

- Collect and analyze data and information in order to derive logical conclusions.
- Formulate options and make recommendations based on data and information collected.
- Analyze policies, procedures, and programs and make effective recommendations.
- Make sound decisions and independent judgments within established guidelines.
- Read, interpret, and apply a variety of information (e.g. laws, policies, procedures, court cases, memorandum of understanding, ordinances, contract provisions, legislations, directives) in order to provide information and ensure compliance.
- Analyze and interpret basic statistics.
- Perform arithmetic calculations, including ratios and percentages.
- Operate a computer to prepare results of analyses (i.e. reports, tables, charts, and graphs) and perform operations (i.e. conduct research on the internet, collect, input, and retrieve data and information).
- Express information and ideas orally in a clear, concise, organized manner by using proper diction, grammar and volume so that others will understand.
- Make effective presentations and respond to questions from various groups, including boards, committees, and the public.
- Compose business communications (e.g. letters, memos, notices) and reports, policies, and procedures, in a clear, concise, organized, and accurate manner.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze, and document research.
- Research legislative issues and read and understand legislation.
- Recommend and implement changes/improvements.
- Develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state/local agencies and associations, supervisors, internal management staff, employee representatives and the public.
- Effectively mediate and resolve conflicts between/with individuals.
- Influence and persuade others to accept a particular viewpoint or to follow a particular course of action.
- Work and interact with a variety of individuals from various socioeconomic, ethnic, and cultural groups in person and by telephone, including situations where relations may be strained or confrontational.
- Work independently and accept increasing responsibility.
- Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines.
- Manage projects by developing project budgets and timelines to ensure projects meet time and budget guidelines.
- Work as a team member by keeping communication open, offering support, sharing knowledge, and contributing to and/or leading team efforts.
- Supervise clerical and/or technical employees, if required by the position.
-

## STAFF SERVICES ANALYST I – 5

### Ability to - continued:

- Monitor, plan, direct, assign and review the work of clerical and/or technical employees, if required by the position.

### Training and Experience:

Qualifications needed for this position:

Graduation from an accredited four year college or university with a bachelor's degree;

OR

Two (2) years (60 semester or 90 quarter) of college units; **AND** one (1) year of full time experience as an Eligibility Worker III, Employment and Training Worker III, Social Worker II, Accounting Technician, Child Support Specialist III, or Staff Services Specialist;

OR

Two (2) years of full time experience as an Eligibility Worker II, Employment and Training Worker II, or Child Support Specialist II;

OR

Two (2) years of full time technical level experience involving general administrative, personnel, fiscal, staff development, or program work.

Substitution: Additional progressively responsible para-professional experience performing complex duties of a technical nature in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

**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.

## **STAFF SERVICES ANALYST II**

### **DEFINITION**

The Staff Services Analyst II is responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, and other administrative systems of average to difficult complexity; prepare correspondence; and perform other related duties as assigned. Incumbents do not supervise other professional staff, but may supervise clerical and/or technical employees as an ancillary duty (not as the preponderant responsibility of the position).

### **DISTINGUISHING CHARACTERISTICS**

The Staff Services Analyst II is the journey level in the series. Incumbents work under direction and are responsible for performing the full range of duties at the journey level and working independently.

At the Staff Services Analyst II level, assignment can be in any one the following options: staff development, fiscal, or program analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility. For positions specifically assigned to a specialized option, specific minimum qualifications and recruitments are permitted.

### **REPORTS TO**

Division Program Manager or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None, or on occasion supervise subordinate clerical staff as needed

## STAFF SERVICES ANALYST II – 2

### EXAMPLES OF DUTIES

- Performs, coordinates, monitors, and participates in various administrative analytical functions, typically within a departmental program or administrative section.
- Reviews program updates, letters, and notices for potential impact on various programs and activities; recommends and prepares policy and procedure changes to ensure compliance.
- Compiles, maintains, and analyzes data; identifies trends, and makes recommendations involving the formulation of policy and procedures, as well as staffing and organizational changes.
- Serves as a resource and provides advice and information to supervisors, managers, and other internal staff, the public, and other agencies in area(s) of assignment including the interpretation and explanation of a variety of programs, policies, rules, regulations, labor contracts, and Memorandum of Understanding.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, staff development, and/or programmatic problems.
- Makes presentations before committees, boards, commissions, departmental staff, advisory groups, or community groups to provide information and recommendations, advocate a position, encourage participation, and/or respond to questions.
- Analyzes business process requirements and coordinates with information technology staff and/or consultants to develop automated solutions.
- May plan and coordinate the design and implementation of new and revised programs, systems, procedures, methods of operation, and forms.
- Compiles materials; prepares analytical reports, manuals, and publications.
- Prepares public relations materials (e.g. brochures, informational materials, customer satisfaction surveys).
- Provides consultation and recommends solutions regarding research findings, organizational improvement initiatives and related issues concerning departmental effectiveness and goal attainment. Evaluates effectiveness through performance measure development and monitoring activities, and recommends modifications.
- Collaborates with County departments and agencies on cross-functional projects.
- Coordinates assigned activities with other departments, divisions, units, and with outside agencies; represents the division or department in committee meetings; responds to complaints and requests for information.
- Establishes and maintains positive working relationships with co-workers; representatives of community organizations; state/local agencies and associations; internal management and staff; and the public by utilizing principles of effective customer service.
- Reviews, evaluates, and recommends actions on appeals for administrative hearings; makes presentations to the Administrative Law Judge on behalf of the assigned department.
- Investigates client complaints; maintains complaint-related documentation.
- Plans, designs, performs, and documents quality assurance activities pertaining to staff qualifications, case activities, financial, and/or other assigned functions.

## **STAFF SERVICES ANALYST II – 3**

### **Example of Duties – continued:**

- May supervise clerical and/or technical employees by assigning, monitoring, reviewing, and evaluating their work; may provide training to less experienced staff.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Public and business administration principles and practices.
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures.
- General research practices, techniques, and terminology to conduct research for a department.
- A variety of computer software applications, including database, graphics/presentation, work processing and spreadsheet software.
- Methods and techniques of report preparation.
- English language (i.e. composition, spelling, grammar, and sentence structure).
- Project management principles to ensure projects activities are conducted in a fiscally responsible and timely manner.
- Principles and practices of effective customer service.
- Principles of teamwork and teambuilding in order to work effectively as a member of a team and facilitate effective teamwork.
- Principles and practices of the functional areas applicable to the assigned options.
- Principles and practices of leadership and supervision.
- Community needs and resources.



## STAFF SERVICES ANALYST II – 4

### Ability to:

- Analyze a situation or problem, including stressful situations, accurately and objectively in order to identify alternative solutions and determine an effective course of action.
- Collect and analyze data and information in order to derive logical conclusions.
- Formulate options and make recommendations based on data and information collected.
- Analyze policies, procedures, and programs and make effective recommendations.
- Make sound decisions and independent judgments within established guidelines.
- Read, interpret, and apply a variety of information (e.g. laws, policies, procedures, court cases, memorandum of understanding, ordinances, contract provisions, legislations, directives) in order to provide information and ensure compliance.
- Analyze and interpret basic statistics.
- Perform arithmetic calculations, including ratios and percentages.
- Operate a computer to prepare results of analyses (i.e. reports, tables, charts, and graphs) and perform operations (i.e. conduct research on the internet, collect, input, and retrieve data and information).
- Express information and ideas orally in a clear, concise, organized manner by using proper diction, grammar and volume so that others will understand.
- Make effective presentations and respond to questions from various groups, including boards, committees, and the public.
- Compose business communications (e.g. letters, memos, notices) and reports, policies, and procedures, in a clear, concise, organized, and accurate manner.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze, and document research.
- Research legislative issues and read and understand legislation.
- Recommend and implement changes/improvements.
- Develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state/local agencies and associations, supervisors, internal management staff, employee representatives and the public.
- Effectively mediate and resolve conflicts between/with individuals.
- Influence and persuade others to accept a particular viewpoint or to follow a particular course of action.
- Work and interact with a variety of individuals from various socioeconomic, ethnic, and cultural groups in person and by telephone, including situations where relations may be strained or confrontational.
- Work independently and accept increasing responsibility.
- Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines.
- Manage projects by developing project budgets and timelines to ensure projects meet time and budget guidelines.
- Work as a team member by keeping communication open, offering support, sharing knowledge, and contributing to and/or leading team efforts.

## STAFF SERVICES ANALYST II – 5

### Ability to - continued:

- Supervise clerical and/or technical employees, if required by the position.
- Monitor, plan, direct, assign and review the work of clerical and/or technical employees, if required by the position.

### Training and Experience:

Qualifications needed for this position:

One (1) year of full time experience as a Staff Services Analyst I;

OR

Graduation from an accredited college or university with a bachelor's degree; AND  
Depending upon the option recruited for, one (1) year of full-time professional experience performing analytical work in the following areas: general administrative, personnel, fiscal, program, or staff development.

Substitution: Additional progressively responsible professional experience performing duties (which require considerable independence performing, compiling, organization 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 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.

## **INFORMATION SYSTEMS TECHNICIAN**

### **DEFINITION**

Under close supervision, the Information Systems Technician ensures the efficient operation and integrity of automated information systems; analyzes, investigates and resolves computer-related problems; provides training and instruction on programs and procedures; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Information Systems Technician is a single level class. Incumbents provide basic computerized information system helpdesk support and training for users of computer systems. Incumbents perform computer installation, maintenance and repair work, with some guidance and supervision.

### **REPORTS TO**

Division Program Manager or Program Manager/Assistant Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **INFORMATION SYSTEMS TECHNICIAN – 2**

### **EXAMPLES OF DUTIES:**

- Acts as a resource person for users by answering questions either by phone or in person and resolving problems related to the use, application and operation of automated information systems.
- Diagnoses problems to determine if the cause is due to the system, software, hardware or other source and corrects them. Refers more difficult problems to appropriate personnel or vendors.
- Sets up, monitors, installs and repairs computer hardware and installs software including state or federal provided operating systems, word processing, database, spreadsheet and other software.
- Writes or assists in writing and revising procedures, instructional materials and staff development tools for system related training.
- Trains system users on hardware and software usage; explains operating systems and provides on-going support for department staff; may provide training on specific statewide automated systems utilized by assigned department.
- Researches regulations, procedures and/or technical reference materials as necessary.
- Meets with staff regarding systems usage, improvements, modifications, maintenance and operations needed for an efficient computer system.
- Works with computer support personnel in identifying problems with the system, programs, PC's or printers. Documents and tracks system problems and writes the reports on issues. Recommends necessary hardware and software changes; and performs system upgrades.
- Authorizes system access to new users, assigns users a profile and password.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; exposure to electrical energy and dust; continuous contact with staff and the public.

## **INFORMATION SYSTEMS TECHNICIAN – 3**

### **Knowledge of:**

- Operating principles and characteristics of personal computer hardware and software systems.
- Concepts and terms applicable to state-of-the-art information systems.
- Basic principles of local area network systems.
- Regulations and procedures related to specific automated information systems utilized by assigned department.
- Work methods and techniques employed by department staff including documentation and reporting requirements.
- Terminology relating to computer software, hardware and peripheral equipment.

### **Ability to:**

- Perform routine installations of computer equipment and related peripherals, install common software, and troubleshoot personal computer hardware and software problems.
- Analyze user problems, evaluate alternatives and reach sound conclusions.
- Identify, evaluate and research operational problems, and makes recommendations for change.
- Organize, prioritize, schedule, and coordinate workflow to meet production deadlines.
- Establish and maintain effective working relationships with all persons contacted during the course of work.
- Maintain confidentiality of information.
- Write and maintain logs of work performed and actions taken to solve information system problems in a clear and concise manner.
- Communicate clearly and concisely, both orally and in writing.

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years full-time experience or formal education/training in the operation of computers and peripheral equipment in an information systems environment that includes the troubleshooting of personal computer hardware, software and peripheral equipment problems.

**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.

3A



**PLUMAS COUNTY  
SAFETY COMMUNICATIONS ADVISORY COMMITTEE  
(PCSCAC)**

**REQUEST FOR QUALIFICATIONS**

**ON-CALL  
COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES  
FOR THE COUNTY OF PLUMAS, CALIFORNIA**

April 18, 2017 (DRAFT, dated April 10, 2017)

**INTRODUCTION**

The Plumas County Safety Communications Advisory Committee (PCSCAC) is an advisory committee of the Plumas County Board of Supervisors. The Committee is requesting submittals from qualified firms or individuals to provide on-call communications-related professional services to the Plumas County Safety Communications Advisory Committee.

The Committee will receive submittals in response to this RFQ and will develop a ranked listing of the most highly qualified individual or firm.

A draft BASE CONTRACT will then be negotiated with the most highly qualified individual or firm, all in accordance with the provisions of the Plumas County Purchasing Policy.

Thereafter, said draft BASE CONTRACT will be submitted to the Plumas County Board of Supervisors by the PCSCAC with a recommendation for award.

Upon award of the BASE CONTRACT, professional services will be provided to the County through the PCSCAC on an as-requested basis, by use of a written TASK ORDER that will serve as a formal Amendment to the BASE CONTRACT.

## **1. Background**

The Plumas County Board of Supervisors, in conjunction with interested elected and appointed County officials, created a Safety Communication Advisory Committee (PCSCAC) to oversee and coordinate communication interests within the County of Plumas (County). The initial role of the PCSCAC was to be a single government body that reviews communication site management, projects, building permits and projects to assure the County's needs in this realm were addressed and met. That initial role has since expanded to include site development and management along with oversight of existing and future communication systems.

An overview of the existing Plumas County communications program includes a single law enforcement agency, 20 volunteer fire departments, five EMS services and a single public works department. Each agency is independent from the others and their procurement of communication equipment is specific to each agency. It is not the intent of this RFQ to request an evaluation of each governmental entity's mobile and portable communications equipment. It is, however, a requirement of the RFQ to evaluate the current status, and make recommendation for future upgrades, based on power output, configuration and emission type for mobile and portable communication equipment.

The County currently operates, or plans to operate, 26 repeaters and/or base stations at 13 different sites that provide for the communications needs for law enforcement, fire, medical and public works disciplines, which makes up the infrastructure of the County's communication system(s). Twelve of these sites are on mountain tops or located at other remote facilities. One site is located at the Sheriff's Office in Quincy, CA. In addition to this radio equipment, 11 microwave links are used for radio control, data and other ancillary needs.

Specifics regarding communication systems infrastructure location, equipment type, back-ups, interconnectivity, etc. is considered critical for County emergency operations. Thus, such details are considered protected and confidential. The PCSCAC fully realizes that many of these details are necessary for the proper response to this RFQ. Accordingly, in order to gain access to this information, interested submitters must sign the attached "Confidentiality and Non-Disclosure Agreement for the County of Plumas" (See Appendix A). Once signed and returned, more detailed information on infrastructure will be made available for review and completion of RFQ responses. This procedure is being administered, via e-mail only, through:

Mike Grant  
Communications Manager  
Plumas County Sheriff's Office  
E-mail: [mgrant@pcso.net](mailto:mgrant@pcso.net)

## **2. Request for Qualifications (RFQs)**

The PCSCAC is requesting submittals from qualified professionals interested in providing communications-related consulting services to Plumas County. This consulting activity is intended to cover an in-depth review of existing communication capabilities and options for future plans, review of existing communication site management plans, on-going review of new communication projects and building permit applications with actionable recommendations, engineering management services and development of language for future planning needs that may be incorporated into the Plumas County General Plan.



### 3. Anticipated Consultant Activity

In order to assist potential Submitters in understanding anticipated consultant activity, this RFQ has added Appendix B as an effort to clarify and better define scope of work that will be requested by the PCSCAC, subject to the availability of project funds. See Appendix B.

### 4. RFQ Submittal Requirements-

- A) RFQ available for public distribution: Tuesday, April 18, 2017
- B) Deadline for e-mail questions: **4:00 PM, Tuesday, May 16, 2017**
- C) Questions may be addressed only by e-mail to: Mike Grant  
Communications Manager  
Plumas County Sheriff's Office  
mgrant@pcso.net
- D) RFQ Submittal Deadline: **4:00 PM, Tuesday, May 23, 2017**
- E) Submit eight (8) copies and a single electronic file in .pdf format on a CD, DVD or thumb drive.
- F) Address and deliver submittal to: Gregory Hagwood, Sheriff  
Plumas County Sheriff's Office  
1400 East Main St  
Quincy, CA 95971
- G) Consultant Selection Committee establishes the ranking of Submitters Approximately June 9, 2017
- H) Contract terms negotiated by PCSCAC and designated most highly qualified individual or firm Approximately June 23, 2017
- I) Draft contract approved as to form by County Counsel Approximately June 30, 2017
- J) Contract Award considered by Board of Supervisors Tuesday, July 11, 2017
- K) Consultants interested in submitting a response to this RFQ, must submit the following information adhering to the outline. Failure to provide the information listed under each heading may result in lower evaluation scores. Submittals shall include the following pertinent information:



- 1) Primary Contractor Responsibilities. The selected consultant will be allowed to subcontract with additional consultants or firms to perform all the requirements of the RFQ. The selected consultant shall be responsible for all services offered regardless of who provides them. The selected consultant will be the sole contact for the PCSCAC regarding contractual matters, disputes, and payments.
- 2) Proposal Preparation Costs. All costs associated with proposal research, preparation, or presentation will be the responsibility of the submitter. The County of Plumas assumes no responsibility for any costs associated with the development of submission of proposals in response to this RFQ.
- 3) Signature. The proposal must be signed by the submitter if an individual or by an authorized representative of the selected consultant's firm and that individual shall be responsible for all decisions pertaining to costs and services provided. If the proposal is submitted by a team, the identified individual from the lead consultant shall assume these responsibilities.
- 4) Questions. It is anticipated prospective submitters will have questions to clarify their understanding of this RFQ. All questions must be submitted by the deadline provided via email only. A complete list of all questions and associated answers will be provided to each potential submitter who provided question(s) or who specifically requests to receive such responses.
- 5) Withdrawal of Submittals. A submitted proposal may be withdrawn at any time by written notice prior to the award of a contract. An authorized representative of the submitter of the proposal must sign a written receipt that the submitter has received the proposal back from the County.
- 6) Submittal Preparation. The PCSCAC is not looking for elaborately prepared submittals. The submittal should be prepared simply and economically in a straightforward and concise manner which describes the submitter's ability to meet the requirements of the RFQ. The submittal should be limited to 10 pages, not including the front and back covers.
- 7) Submittal Submission- The submittal from each submitter must be submitted in a sealed envelope/package at the place, date, and by the time indicated within this RFQ. The submittal envelope/package should be marked in the lower left corner, as follows: RFQ: ON-CALL COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES, (Name of Submitter), (Address of Submitter).
- 8) Cover Letter. A brief cover letter of not more than one page may be provided at the front of the response which indicates the submitter's (team's) interest in providing the services within the RFQ. Include a statement indicating the current work status of individuals assigned to this project and an assurance that the timelines developed for the project will be met.

- 9) Submitter and/or Team. On a single page, identify the submitting consultant and any other consultants which may be members of a team submission. The key contact name, address, phone number and email address shall be listed for the submitting consultant and all team members. The primary responsibilities for meeting the RFQ requirements shall be listed for each member of team submissions.
- 10) Qualifications. Briefly indicate the qualifications each team member possesses and how these qualifications relate to the requirements of the RFQ. Within this statement, if applicable, indicate each consultant's history in communication system planning, engineering, construction, technology or any other experience which supports the requirement of the RFQ.
- 11) Project Approach. Provide a detailed but brief written description of the approach and tasks the submitting consultant and the team members will use in fulfilling the requirements of the RFQ. Identify elements of the planning approach that the PCSCAC will be responsible for completing. Include any milestone dates for key elements.
- 12) Experience. Describe only relevant, recent consultant or individual experience for personnel who will be actively engaged in the project. List no more than three recent projects with contracting entity's name, contact person, phone number, and very brief project description for each team member.
- 13) This RFQ is qualifications-based. As such, fees and costs are NOT to be submitted at this time.

## **5. Selection Process and Criteria**

### **A) Review of Responses to the RFQ**

The PCSCAC, including any designees, will serve as the "Consultant Selection Committee," review and evaluate the responses to this RFQ and identify a short list of the most highly qualified individuals or firms. The PCSCAC may choose to interview submitters or select the most qualified individual or firm, based upon the information provided. Submitters may also be required to make an oral presentation to clarify their proposal or further define their submittal. Presentations shall be at the submitter's expense.

### **B) Selection Criteria**

Consultant will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the submittal.

The following factors will be independently rated and assigned a point value by the individual members of the review committee. The Committee will select the successful submitter based on its determination of the respondent which best fulfills its requirements. Potential considerations may include the following:

- 1) Understand the purpose of the RFQ
- 2) Company or consultant qualifications, experience, and references
- 3) Written and verbal expression of methods, approaches, and techniques of meeting the requirements of the RFQ
- 4) Ability to meet the proposed timeline of the Committee

The relevant factors will be assigned a point value from 0 to the maximum in the following categories:

- |                                       |                   |
|---------------------------------------|-------------------|
| 1) Compliance with RFQ instructions   | 10 Points Maximum |
| 2) Qualifications of Individual/Team  | 20 Points Maximum |
| 3) Project Approach                   | 40 Points Maximum |
| 4) Relevant Experience and References | 30 Points Maximum |

Total Possible Score: 100 Points Maximum

**[ RFQ Text Continued on the Next Page. ]**

## **6. Provisions from the Plumas County Purchasing Policy**

The following provision, extracted from the Plumas County Purchasing Policy, Section 6, "Professional Service Contracts," will be the guidance used by the Consultant Selection Committee in ranking the submittals:

### ***PROFESSIONAL SERVICES - ....***

*Per California Government Code, Section 4526, "Selection by state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required." There are special procedures for acquiring these services as outlined in this section.*

*Step 1. Prospective contractors are requested to submit statements of qualifications to the County for the required services or proposed project. Statements of qualifications may be solicited through trade publications and by other methods of advertisement.*

*Step 2. The department conducting the procurement "shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, in order of preference, based upon criteria established and published by (the department), no less than three of the firms deemed to be the most highly qualified to provide the services required." (Government Code, Section 4527).*

*The evaluation criteria shall be determined by the contracting departments.*

*Step 3. The departments shall negotiate a contract with the most highly qualified individual or firm as established by the evaluation procedure in step 2 above, for service at a price the department determines is fair and reasonable. Should the department be unable to successfully negotiate a contract with the most highly qualified individual or firm at a price the department deems fair and reasonable, then negotiations with that individual or firm shall be terminated; and, the department shall negotiate a contract with the second most highly qualified individual or firm.*

*Failing accord with the second most qualified individual or firm, the department shall terminate the negotiations, and then undertake negotiations with the third most qualified firm. Should the department be unable to negotiate a satisfactory contract with any of the selected firms, the department shall select additional firms in order of their competence and qualifications and continue negotiations until an agreement is reached.*

**[ RFQ Text Continued on the Next Page. ]**

## **7. Proposal Review and Award**

The PCSCAC reserves the right to request any further documentation it deems appropriate and necessary for the review and award process.

Committee's Rights Reserved. While the Committee intends develop a recommendation to the Board of Supervisors in regard to awarding a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by Plumas County to award and execute a contract.

Upon a determination that such actions may be in the best interest of the County, the PCSCAC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ
- Reject any or all proposals received in response to this RFQ
- Waive any undesirable, inconsequential, or inconsistent provisions of the RFQ that would not have significant impact on any proposal
- Not recommend award of a contract

## **8. Standard Terms and Conditions**

By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

- A) **ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:** The Committee reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the Committee. Bids, proposals, and limited solicitation responses will be consultant for 90 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.
- B) **ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the Committee's solicitation document and a vendor's response, the language contained in the Committee's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.
- C) **DEBARMENT:** Contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If Contractor cannot certify this statement, attach a written explanation for review by the Committee.

- D) **FACSIMILE RESPONSES:** Facsimile responses will not be accepted.
- E) **FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the Committee.
- F) **LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.
- G) **SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the Committee of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**[ End of RFQ, not including Appendix A and Appendix B. ]**

## Appendix A

# Confidentiality and Non-Disclosure Agreement for the County of Plumas

In connection with the “REQUEST FOR QUALIFICATIONS; ON-CALL COMMUNICATIONS-RELATED AND/OR ENGINEERING PROFESSIONAL SERVICES FOR THE COUNTY OF PLUMAS, CALIFORNIA, the County of Plumas (“County”) will provide \_\_\_\_\_ (“Company”) access to confidential information under the terms and conditions of this Confidentiality and Non-Disclosure Agreement (“NDA”).

Confidential information (“Information”) means and includes, but is not limited to, the additional confidential and proprietary intellectual property regarding existing installations that is provided by the County after submission of this agreement. All Information disclosed by the County is, and at all times will remain, the sole and exclusive property of the County. Without the County’s prior written consent, Company will not: (i) disclose to any person or entity the substance or import of the Information; (ii) use any Information to access or obtain additional information outside the purpose contemplated by this NDA; (iii) duplicate, distribute or otherwise reproduce any Information in any way.

Company agrees that it will retain all Information provided in connection with the RFQ in the strictest confidence, and will neither use nor disclose such Information to anyone other than those who, in each case, need to know the Information for the purpose of responding to this RFQ. Company will use its best efforts to ensure that such individuals adhere to the NDA, and Company agrees that it will be responsible for any breach of this NDA by any of its employees, agents, authorized representatives or permitted assignees or subcontractors.

Information does not include confidential information that: (i) is or becomes generally known and available to the public other than as a result of any breach by Company of this NDA; (ii) is subsequently learned from a third party who is under no obligation of confidentiality with respect to such Information; (iii) was known by Company under no obligation of confidentiality prior to disclosure by the County hereunder; or (iv) was generated independently by Company without reference to the County’s Information.

Upon submission of a proposal to the RFQ, or if the County so requests, whichever occurs first, Company will promptly, and at its own expense: (i) redeliver to the County all copies of the Information in Company’s possession, whether such Information is in written, electronic, digital or other form or format; (ii) destroy any and all analyses, compilations, studies, or other documents in any form or format that were prepared by or for the use of Company which contain or reflect any Information; and (iii) certify such destruction to the County in writing by an authorized officer of the Company who supervised such destruction, as well as the return of all copies as specified above.

Company's confidentiality obligations hereunder will be continuing and will survive expiration or termination of the NDA. Company acknowledges and agrees that the remedy at law for any breach of this NDA is inadequate and that, in addition to monetary damages, including but not limited to special, incidental, consequential or punitive damages, and any other available relief at law, whether based in contract, tort or otherwise, the County will be entitled to specific performance, injunctive relief or any other equitable remedy without the need to (i) prove actual damages and/or (ii) post any bond or other security deposit in connection with such remedy. Notwithstanding the foregoing, this NDA will not prohibit Company from disclosing any Information if required by an appropriate legal or regulatory authority, provided that, prior to any disclosure: (iii) Company provides the County with prompt written notice of the required disclosure so that the County may seek such protective order as it may deem appropriate; and (iv) disclosure of any Information is limited only to the extent legally required and Company uses its best efforts to obtain assurances that confidential treatment will be accorded such disclosed Information.

This NDA will be governed and construed in all respects in accordance with the laws of the State of California without regard to its conflict of laws principles. This NDA will be effective as of the last date written below.

"[NAME OF CONTRACTOR]"

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## Appendix B

### **IMPORTANT NOTICE TO SUBMITTERS OF RESPONSES TO THE RFQ:**

**The following information in the Appendix B is identified only to give the eventual “most highly qualified individual or firm” an indication during the RFQ selection process as to what the County may request during negotiation of Amendment(s) to the BASE CONTRACT.**

**Submitters are cautioned that the RFQ selection process is a qualifications-based process and that the submittal of any cost information until specific request by the PCSCAC may result in disqualification of the Submitter.**

The anticipated consulting activity is presently characterized as four (4) distinct Tasks (or Projects), having the following objectives:

#### **Task 1**

Overview of current communication systems used by County agencies (as outlined in Appendix A).

#### **Objectives-**

- A) Evaluation of current agency specific public safety communication systems infrastructure in regards to appropriateness for need, coverage, use of spectrum, reliability, resiliency, security, redundancy and back-up systems, interoperability within the County and region, equipment age, replacement and upgrade plans.
- B) Assessment of cost effectiveness to operate and maintain current communication systems.
- C) Options for future systems that serve end users consistent with need, including strengths, weaknesses, reliability, interoperability, coverage, cost estimates to implement and overall long term cost savings or increase.

## **Task 2**

Overview of the on-going development of current, and planned, county owned communication sites along with providing on-going site management consulting services.

### **Objectives-**

- A) Evaluation of the County owned communication sites in Quincy and Chester, CA, to include review of all leases and use agreements, site management plans, interference issues amongst users and potential for additional development.
- B) Evaluation of four additional communication sites the County is currently considering developing to include benefits to current communication systems, potential use and revenue from other entities and estimate of site development costs.
- C) Development of a fee schedule, including annual cost adjustments, to be used by the County for use in renewal or future lease agreements for all current and potential sites.
- D) Development of a communication lease agreement template for the County's use at County communication sites.

## **Task 3**

Provide general and engineering evaluation services for new communication projects, county-wide that require building permits and/or new, or modified lease agreements.

### **Objectives-**

- A) On-going technical evaluation of new communication projects, County-wide, that require either a County Building Permit or a new, or modified County lease agreement for potential interference (both electronic and by physical placement), intermodulation distortion, power density compared to ANSI standards and other appropriate engineering issues. These reviews, as needed, are due no more than 30 days from receipt.
- B) Provide a summary of findings on all reviewed projects for the Committee to consider in evaluation of new communication projects or modification of existing projects.
- C) Develop documents suitable for distribution by the Building Dept. to prospective permittees that will allow consultant to meet the requirements of Objectives A and B.

#### Task 4

Provide technical assistance to the County in the development of a County Telecommunications Zoning Code Ordinance and technical assistance in making changes to the County General Plan addressing telecommunications issues.

##### Objectives-

- A) The County requires assistance in addressing potential interference (both electronic and physical placement) from telecommunication facilities in the development of a County Telecommunications Zoning Code Ordinance.
- B) The County requires assistance in addressing potential health related issues associated with permitting telecommunications facilities in the development of a County Telecommunications Zoning Code Ordinance.
- C) The County requires assistance in addressing changes to the County General Plan, if necessary, to make the General Plan and the pending Telecommunications Zoning Code consistent with each other.

#### **Negotiation Form (DRAFT) – SUBMITTERS: DO NOT COMPLETE UNTIL REQUESTED**

Task 1- Overview of current communication systems used by County agencies

	Estimated Hours	Cost
Direct Contractor Cost		
Sub-Contractor Cost (if any)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Other Describe-		
Total for Task		

Task 2- Assessment of the on-going development of current, and planned, county owned communication sites along with providing on-going site management consulting services.

	Estimated Hours	Cost
Direct Contractor Cost (Initial Assessment)		
Sub-Contractor Cost, if any (Initial Assessment)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Direct Contractor Cost per hour for Consulting Services after Initial Assessment		
Sub-Contractor Cost, if any per hour for Consulting Services after Initial Assessment		
Other Describe-		
Total for Task		

Task 3- Provide general and engineering evaluation services for new communication projects, county-wide that require building permits and/or new, or modified lease agreements.

Single, set fee for Consultant services on a per project evaluation basis.	
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Task 4- Provide language concerning communication projects for inclusion in the County General Plan

	Estimated Hours	Cost
Direct Contractor Cost		
Sub-Contractor Cost (if any)		
Other Expenses (Travel, Lodging, Incidentals, Etc)	% Markup	
Other Describe-		
Total for Task		

3B

## Article 1. - Planning Commission

### Sec. 2-2.101. - Creation of Planning Commission.

Pursuant to the Planning and Zoning Law, Title 7 of the California Government Code, commencing with Section 65000, there is created a Planning Commission for the County.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

### Sec. 2-2.102. - Membership.

The Planning Commission shall consist of five (5) regular members. One regular member shall be appointed by each member of the Board from voters, as defined in Section 359 of the California Elections Code, of his Supervisorial district.

At the pleasure of the Board, two (2) additional members may be appointed to the Planning Commission, for a total of seven (7) members, for the purpose of conducting a review of the general plan required by Section 65300 of the Planning and Zoning Law, when that review is specific to one of the planning areas identified in that general plan or any two (2) contiguous planning areas identified in that general plan. Each member of the Board whose Supervisorial district contains a portion of the planning area to be reviewed may nominate one or two (2) persons from voters, as defined in Section 359 of the California Elections Code, of his Supervisorial district as additional members of the Planning Commission. The two (2) additional members shall be appointed by majority vote of the Board from among those nominated.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

### Sec. 2-2.103. - Term of office.

Each Planning Commissioner shall serve at the pleasure of the Board.

Regular members of the Planning Commission shall serve for a term which shall expire the date the appointing Supervisor leaves office. The term of a regular member may be extended by majority vote of the Board until such time as a new regular member is appointed pursuant to Section 2-2.102.

Additional members of the Planning Commission shall serve for a term of one year or the duration of the review of the general plan for which appointed, whichever ends first.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

### Sec. 2-2.104. - Removal from office.

Planning commissioners may be removed from the commission prior to the expiration of the term established by Section 2-2.103 by majority vote of the Board.

Planning commissioners who cease to be voters, as defined in Section 359 of the California Elections Code, of the Supervisorial district for which appointed shall resign immediately.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

### Sec. 2-2.105. - Vacancies.

Any vacancy occurring on the Planning Commission shall be filled in the manner set forth in Section 2-2.102.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.106. - Officers.

The Planning Commission shall select a presiding officer for a term to be designated by the Planning Commission and shall select other officers as deemed necessary by the Planning Commission. Officers shall be selected by majority vote of the Planning Commission. The Planning Commission may remove officers by majority vote of the Planning Commission.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.107. - Duties.

In conformance with the Planning and Zoning Law, Title 7 of the California Government Code, commencing with Section 65000, the Planning Commission shall:

- (a) Periodically review and recommend action on the general plan for the County;
- (b) Periodically review and recommend action on any specific plans for the County;
- (c) Periodically review and recommend action on the zoning ordinances of the County; and
- (d) Initiate amendments to boundaries of zones and provisions of Chapter 2 of Title 9 of this Code pursuant to Section 9-2.902 of Article 9 of Chapter 2 of Title 9 of this Code.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.108. - Recommendations.

Recommendations by the Planning Commission shall be made by resolution. Resolutions shall be written and shall show how each member voted thereon.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.109. - Quorum and requisite vote.

A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business. No act of the Planning Commission shall be valid unless approved by a majority of the members of the Planning Commission.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.110. - Compensation.

Compensation of Planning Commission members shall be set by resolution of the Board. Compensation may include reasonable traveling expenses to and from the place of meetings held by the Planning Commission.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-2.111. - Cooperation of County officials and departments.

It shall be the duty of County officials and departments to supply reasonable data for the proper information of the Planning Commission.

(§ 1, Ord. 05-1026, adopted March 29, 2005)

## Article 5. - Planning and Development Agency<sup>[3]</sup>

### Footnotes:

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**Editor's note**— Article 5 entitled "Planning Department", consisting of Section 2-4.501, recodified from Section 61400, P.C.O.C., as added by Ordinance No. 414, as amended by Ordinance No. 75-90, effective February 28, 1975, amended by Ordinance No. 82-529, effective January 21, 1983. Sections 2-4.502 and 2-4.503, recodified from Sections 61401 and 61402, P.C.O.C., as added by Ordinance No. 414, repealed by said Ordinance No. 75-90

### Sec. 2-4.501. - Established: Planning and Development Agency.

Pursuant to the provisions of Government Code Section 65913.3, there is hereby established a Planning and Development Agency for Plumas County which shall be known as the Department of Planning and Building Services.

(§ 1, Ord. 82-529, eff. January 21, 1983, as amended by § 2, Ord. 01-947, eff. June 14, 2001)

### Sec. 2-4.502. - Responsibilities.

Pursuant to the provisions of Section 65913.3 of the Government Code of the State, the Planning and Development Agency shall be responsible for receiving all applications for development permits, coordinating reviews and decision-making, and providing information relative to the status of such applications. The Planning and Development Agency shall develop and maintain a procedural guide for application processing. The Planning and Development Agency shall be the Planning Agency required by Section 65100 of the Government Code of the State.

(§ 1, Ord. 82-529, eff. January 21, 1983)

### Sec. 2-4.503. - Zoning Administrator.

- (a) *Creation.* There is hereby created the office of Zoning Administrator. The Zoning Administrator shall be appointed by the Planning Director, confirmed by the Board, and act under the general direction of the Planning Director.
- (b) *Responsibility.* Pursuant to the provisions of Section 11509 of the Business and Professions Code of the State and Sections 65401, 65402, and 65900 of the Government Code of the State, the Zoning Administrator shall be responsible for the administration of the portions of this Code as provided by this section.
- (c) *Duties.* The Zoning Administrator shall have original jurisdiction to act as a hearing officer to investigate, consider, approve, conditionally approve, deny, revoke approval, or refer to the Board applications for variances, special use permits, tentative maps, and other permits when this Code provides therefor and establishes criteria for determining such matters. The Zoning Administrator shall notice all hearings and meetings as required by this Code. The Zoning Administrator shall grant applications in strict conformance with the requirements of this Code, and the Zoning Administrator may prepare and adopt additional rules and procedures necessary or convenient for the conduct of business.



(§ 1, Ord. 88-694, eff. July 15, 1988; § 1, Ord. 05-1026, adopted March 29, 2005)

Sec. 2-4.504. - Board of Appeals.

- (a) *Creation.* Pursuant to the provisions of Section 65903 of the Government Code of the State, a Board of Appeals is hereby created.
- (b) *Appointment.* The Board of Appeals shall consist of the Board.
- (c) *Duties.* The Board of Appeals shall hear and determine appeals from decisions of the Zoning Administrator and the Planning Commission. The Board of Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination, as appropriate. The procedure for appeals shall be as provided elsewhere in Article 10 of Chapter 2 of Title 9 of this Code, commencing with Section 9-2.1001.

(§ 1, Ord. 88-694, eff. July 15, 1988; § 1, Ord. 05-1026, adopted March 29, 2005)