

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: September 20, 2022	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: County Counsel APPROVING PARTY: David Prentice PHONE NUMBER: 559 500-1600
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AGENDA ITEM: Discussion/approval of the reorganization of the Personnel Department.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Job Descriptions

BACKGROUND INFORMATION: The Sierra County Personnel Department was a recent addition to the recognized departments within the County family. The department is and has been moving in a direction which will offer the County and its employees a safe environment, professional human resource services and risk management. However, the department needs to be better defined with a reasonable class of employees. After working with the department for a period of months it is the opinion of the Personnel Director that the correct organization for the future of the department is as follows: Department Head will be assigned to the County Counsel who will act as the Personnel Director. The current personnel analyst will assume the role of Assistant Personnel Director, allowing for greater flexibility and authority in the absence of the Director. This position shall be exempt and considered mid management unrepresented. The Assistant Personnel Director will supervise positions designated as Personnel Technician, an entry level position, a Personnel Analyst I and Personnel Analyst II. The Analyst I and II will not be filled at this time, left for growth in the future if needed. Currently there is a job description for the Analyst II position so the department is requesting approval of the Technician and Analyst I job description as well as the job description for the Assistant position. All of the positions have been described and classed within the County parity structure and are within accepted norms by comparison to similar counties.

FUNDING SOURCE: General Fund
GENERAL FUND IMPACT: No Additional General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2021- _____ Agreement 2021- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD _____ DATE _____

Organization Chart-Personnel Department



**SIERRA COUNTY
Job Classification**

Class Title: Assistant Personnel Director
Class Code: Mid Management Tier 4
Status: At Will and Exempt

DEFINITION

Under minimal direction of the Personnel Director, assists in overall management and administration of the functions of the Personnel Department and is responsible for day-to-day operations of the Department; acts for and represents the Personnel Director in his/her absence; shall have the ability to and will, upon the request of the Personnel Director, perform all duties of the Personnel Analyst series; and does other related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management classification with overall responsibility for the management and operations of the Personnel Department. Successful performance of the work requires experience and knowledge of public policy, County functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. An employee at this level is accountable for accomplishing departmental planning and operational goals and objectives, and for the furthering of County goals and objectives within general policy guidelines.

REPORTS TO:

County Personnel Director

CLASSIFICATIONS SUPERVISED:

Personnel Technician, Personnel Analyst I, and II

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Management of the County's Personnel activities including recruitment and selection, classification and compensation, benefits, employee and labor relations, organization, and employee development.
- Management of the County's safety program in consultation with Risk Management Department - activities including the County loss prevention program, employee safety program, workers' compensation claims, Insurance claims.
- Developing and managing the implementation of goals, objectives, policies, procedures, and work standards for Personnel administration within the County.
- Assists with management of Claims against the County.

- In coordination with County Counsel and Risk Management, assists with County lawsuits.
- Assisting and conferring with Department Managers on a variety of Personnel issues including contract interpretations, grievance administration, employee discipline and employee evaluations.
- Advisement to the Board of Supervisors and Department Managers on a broad range of issues as needed.
- Management of departmental recruitment requests to include job flyers, interviews, interview questions and applicant correspondence.
- Conducting background checks on all new County employees and volunteers.
- Conducting new employee orientations.
- Managing the administration of all employee benefits including new enrollments, open enrollment, terminations, and policy renewals.
- Serving as the County Drug and Alcohol Manager as required for federal transit program
- Conducts or manages analytical studies of Personnel activities, and develops and reviews reports of findings, alternatives, and recommendations.
- Receiving and responding to requests from Department Managers, County employees, and the public regarding Personnel and employee relations policies, procedures, and issues.
- Managing the implementation of various employee development and training programs.
- Representing the County in labor negotiations, collective bargaining, and grievance procedures in consultation with county counsel.
- Managing Worker's Compensations claims, and liability claims for review and processing, serving as liaison between County Department Managers, staff and third-party administrators for the Worker's Compensation and other insurance programs.
- Managing FMLA, CRFA, Modified Duty, Reasonable Accommodation requests and procedures.
- Managing the implementation of the County's Injury and Illness Prevention Plan; coordinating and conducting employee safety training; coordinating and facilitating Safety Committee meetings and activities; serving as liaison to federal and state enforcement agencies in matters of health and safety; disseminating information to department heads and employees concerning laws, regulations and issues related to employee health and safety; developing and maintaining an employee incentive program to encourage positive health and safety work habits.
- Supervises and trains assigned staff.
- Serving as the Sierra County alternate on the Trindel Insurance Fund Board of Directors.
- Serving as the Sierra County representative for all Trindel Insurance Fund Loss Prevention Division's required conferences, meetings, and classes.
- Attending seminars, conferences, and meetings as appropriate to enhance and maintain knowledge of trends and developments in the fields of personnel, loss prevention, labor laws, and employee health and safety.
- Preparing and delivering written and oral presentations to the Board of Supervisors and public.
- Performing related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, rules, and regulations governing personnel actions such as equal opportunity law, worker's compensation, state and federal leave programs, benefits administration, and payroll.
- Practices of employee recruitment and selection, benefits administration, and employee relations.
- Principles and procedures related to risk management and methods of safety, occupational health, and loss prevention programs.
- Modern office practices and technology, including data entry and word processing systems, spreadsheet, database, and presentation software applications.
- English usage, spelling, punctuation, and grammar for written and oral communications; business letter writing and report preparation.
- Basic math, statistical and accounting principles, and procedures.

Ability to:

- Read, understand, and explain personnel policies, procedures and rules and applicable laws, codes, and safety regulations.
- Communicate clearly and effectively in front of groups and on a one-on-one basis, orally and in writing.
- Establish and maintain effective working relationships with management, employees, clients, and the public.
- Use and understand common database, spreadsheet, and word processing applications.
- Use initiative and independent judgment within established guidelines.
- Maintain a high degree of confidentiality.
- Independently perform personnel and loss prevention work in the area(s) assigned.
- Plan, organize, promote, and implement effective safety, loss prevention and other risk management programs.
- Conduct effective incident, accident, and injury investigations, and determine effective measures to prevent reoccurrence.

Education:

Equivalent to a bachelor's degree from an accredited college or university in public or personnel administration or closely related field with major course work in personnel administration, risk management, and/or public administration.

Experience:

Three years of full-time experience performing varied and complex analytical, personnel, and risk management work providing administrative/technical assistance, preferably in

the public sector, and which includes working with and maintaining confidential files and documents.

Substitution for Education:

Five years of qualifying experience in Public Agency Personnel and/or Risk Management

Other Requirements:

Must possess a valid driver's license and have a satisfactory driving record.

TYPICAL PHYSICAL REQUIREMENTS

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

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Reviewed by:

Personnel Director

Date

Received and filed by:

County Clerk

Date

**SIERRA COUNTY
Job Classification**

Class Title: Personnel Analyst I
Class Code: 24 -Topography B
Status: Confidential

DEFINITION

Under supervision, assisting in a variety of analytical work in the development and implementation of the County's personnel program; to perform basic work in maintenance and updating of the County's classification and compensation plan; to assist with recruitment and selection processes; to assist in providing information on personnel rules, regulations, and operating policies; to assist in providing support for employer-employee relations; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the intermediate and second working level classification in the Personnel Analyst class series. Incumbents work under guidance and supervision, learning and performing a variety of analytical and complex support work for County Personnel functions and operations. This class is distinguished from Personnel Analyst II in that Personnel Analyst I is the intermediate and second working level in the series with incumbents performing many assignments under general supervision and in a learning capacity. When an incumbent has developed the requisite knowledge and experience, and demonstrated sound work habits, they may be promoted to the Personnel Analyst II level.

REPORTS TO

Personnel Director or Assistant Personnel Director

CLASSIFICATIONS SUPERVISED

Incumbents may provide guidance to the Personnel Technician

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

{Many of the assignments described below are performed in a training and learning capacity with incumbents continually expected to develop the capacity to work on a more independent basis.}

- Assists with training and work guidance on personnel matters to other County staff.
- Assists with the recruitment and selection of individuals to fill position vacancies.
- Assists Personnel management to determine recruitment requirements, planning and coordinating recruitment and selection procedures.
- Assists Personnel management for the development and conduct of employee discipline processes and grievance handling.

- Assists with Personnel staff in the development and maintenance of personnel records and transaction systems.
- Assists in a variety of analytical staff work in the maintenance of the County compensation plan.
- Assists with coordination of training programs and presentations.
- Assists with maintaining awareness of legislation and court mandates which impact County personnel management functions.
- Assists Personnel management with practices and operations of County staff, the public, and other agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounts payable, record-keeping and general clerical duties
- Basic knowledge of the principles, methods, and practices of personnel management and personnel management systems.
- Basic knowledge of laws, rules, and regulations governing the development of personnel and employment systems.
- Basic knowledge of Equal employment opportunity requirements and guidelines and affirmative action programs.
- Basic knowledge of recruitment and selection methods and procedures.
- Basic knowledge of principles, techniques, and methods of position classification and salary administration.
- Basic knowledge of employer-employee relations.
- Basic knowledge of personnel policy development and implementation.
- Computer systems and software applications related to personnel administration.
- Principles of training and work coordination.

Ability to:

- Learn to plan, organize, and conduct County personnel management systems and functions.
- Provide work coordination, training, and guidance for other staff.
- Assist with development and implement personnel policies and procedures.
- Develop, coordinate, and conduct recruitment and selection procedures.
- Learn and perform assignments necessary for the maintenance of the County classification plan and compensation system.
- Under direction, provide advice on personnel systems.
- Develop and maintain personnel transaction systems, records, and reports.

- Use a computer and applicable software packages in the administration of personnel systems.
- Effectively represent the County Personnel System and policies in contacts with other County staff, the public, 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:

- Three (3) years of increasingly responsible work experience in technical personnel system support and administrative equivalent, or sufficient education and training to develop the knowledge and ability described above.

Special Requirements:

Possession of, or ability to obtain, a California Driver's License, issued by the Department of Motor Vehicles.

Reviewed by:

Personnel Director

Date

Received and filed by:

County Clerk

Date

**SIERRA COUNTY
Job Classification**

Class Title: Personnel Technician
Class Code: 16-Topography B
Status: Confidential

DEFINITION

Under direct supervision, to perform a variety of office, clerical/secretarial, and general support work for the County Personnel Program. To prepare, process, assemble, and distribute material for all personnel related matters. To provide general assistance in all areas of the Personnel Department, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level classification in the Personnel Analyst class series. Incumbents work under close guidance and supervision, learning and performing a variety of support work for County Personnel functions and operations. Incumbents perform many assignments under closer supervision and in a learning capacity. This class is distinguished from Personnel Analyst I, in that Personnel Analyst I is the intermediate and second working level in the series with incumbents performing many assignments under general supervision and in a learning capacity. When an incumbent has developed the requisite knowledge and experience, and has demonstrated sound work habits, they may be promoted to the Personnel Analyst I level.

REPORTS TO

Personnel Director, Assistant Personnel Director, or Personnel Analyst II

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

{The assignments described below are performed in a training and learning capacity, with incumbents continually expected to develop the capacity to work on a more independent basis.}

- Provides clerical/secretarial, record-keeping, and accounts payable duties for the Personnel Department.
- Under the supervision of Personnel Analyst, confers with members of other departments regarding Personnel matters.

- Distributes material on personnel matters, trainings, policies, and procedures to other County staff.
- Assists Personnel Analyst with the recruitment efforts and selection of individuals to fill position vacancies.
- Assists Personnel Analyst in the development and maintenance of personnel records and transaction systems.
- Assists with coordination of training programs and presentations.
- Assists Personnel Analyst with practices and operations of County staff, the public, and other agencies.

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 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounts payable, record-keeping and general clerical/secretarial duties
- General knowledge of personnel functions.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Principles of work coordination and planning.

Ability to:

- Perform a variety of administrative, office, and general support work for Personnel Department
- Read, interpret, and apply policies, procedures, and regulations.
- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.
- Maintain and update records and reports.
- Operate a computer and use specialized software in the performance of assigned work.
- Operate and use office equipment.

