



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-21

For the meeting of: January 3, 2017

Date: December 16, 2016
To: Board of Supervisors
From: Daniel Fulks, Director of Human Resources *Df.*
Subject: REVISIONS TO THE MERIT SYSTEM SERVICES (MSS) JOB DESCRIPTION FOR POLICY AND LEGISLATIVE MANAGER

RECOMMENDATION(S):

That the Board of Supervisors:

Adopt the revised job class description for the Merit System Services job class of Policy and Legislative Manager (class 0687, salary range 483), effective immediately upon approval.

SOURCE OF FUNDING:

Department of Health and Human Services

DISCUSSION:

In accordance with California Government Code 19800 – 19810 Merit System Services (MSS) provides personnel related services for selected positions within the Department of Health and Human Services (DHHS), Social Services Branch. Included in these services are job classification reviews. Recently, MSS

Prepared by: Becke Perry, Human Resources Analyst II CAO Approval *E. Shelia Heg*

REVIEW: Auditor _____ County Counsel _____ Personnel *Df.* Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Fennell*
Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Jan. 3, 2017*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

conducted a statewide job classification review for the job class of Policy and Legislative Manager. As a result of the review several minor revisions were made to the job class description. The revisions do not fundamentally change the duties or the minimum qualifications for the position, but adds a substitution section to the minimum qualifications allowing the applicant to substitute professional work experience for the required education on a year for year basis.

Humboldt County Merit System Rule II, (3.) requires Board approval to make such revisions to a job class effective.

Because the revisions are minor in nature there is no recommendation for a change in the salary range assigned to this job class.

FINANCIAL IMPACT:

There is no financial impact as a result of this action.

OTHER AGENCY INVOLVEMENT:

Merit System Services

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the recommendation to adopt the revised job class description for Policy and Legislative Manager and direct staff as you feel is appropriate.

ATTACHMENTS:

Revised Merit System Services job class description for Policy and Legislative Manager

POLICY AND LEGISLATIVE MANAGER

CLASSIFICATION DEFINITION

Under general direction, the position is responsible for coordinating agency wide policy and legislative activities; performs strategic planning, analysis, and coordination of Federal and State legislative issues; performs related duties as required.

TYPICAL DUTIES

Depending on the assignment, duties may include, but are not limited to the following:

- Oversees all proposed legislation; analyzes and assesses impacts of proposed legislation on the department's programs and operations; recommends and drafts proposed legislation, changes to existing legislation, or changes to proposed regulation
- Establishes legislative priorities in coordination with department management, County Administrative Office staff, and the Board of Supervisors; advises management as to the approach, timing, and contacts on individual legislative issues
- Collaborates with department representatives on the development of the Agency's legislative agenda and works with the department/divisions to develop recommendations on the establishment of Agency policies
- Supervises the staff of the Legislative and Policy unit; assigns and reviews work; prepares performance evaluations; trains staff; and makes hiring and disciplinary decisions; and prepares and manages the budget for the unit
- Negotiates regulatory and statutory waivers on behalf of the Agency with Federal, State representative, legislators, the Governor's office, and county associations
- Represents the Agency at legislative budget sessions and legislative policy/fiscal committee hearings
- Communicates and promotes the positions of the Agency on legislative bills and budgetary action to public officials, statewide associations, legislative representatives, and private entities in Sacramento and Washington; develops bills and budget proposals for consideration
- Develops a wide variety of short- and long- term strategic plans and recommendations for alternative methods of service delivery and/or impacts for major federal and state policy changes
- Participates in the planning and development of legislation and amendments to proposed legislation and performs other policy and program planning activities
- Participates in meetings and coordinates community service providers and advocacy groups to prepare for major policy change impacts for a variety of health care and social services initiatives.

- Performs related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Legislative functions and procedures
- Social Services programs and Health Services programs
- Federal, State, and local legislative processes related to local government
- Federal and State budget processes related to local government
- Federal and State agencies funding practices providing revenue sources
- Multiple public human service programs and supporting legislation and legislative intent
- Principles and practices of management, supervision, and training
- Budget administration
- Multiple computer systems and applications
- Availability of agency and community resources

Ability to:

- Identify and track federal, state, and legislative bills
- Perform budget, grant, and contract analysis, preparation, and monitoring
- Coordinate legislative activities with the Agency, County management, and representatives of other agencies
- Analyze complex problems and logically identify solutions
- Interpret and apply policies and procedures governing various established administrative and management functions
- Make sound decisions and independent judgments within established guidelines
- Understand, interpret, and apply a variety of written information (e.g. laws, rules, regulations, policies, procedures, Memoranda of Understanding, court cases, ordinances, and legislation)
- Interpret and explain laws, rules, and regulations to others
- Operate a computer to prepare results of analyses (e.g., reports, tables, charts, and graphs)
- Collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters
- Express information and ideas, in writing and verbally, in a clear, concise, and organized manner
- Make effective oral presentations to and respond to questions from various groups, including boards, committees, and the public

- Establish, develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state and local agencies and associations, supervisors, internal management and staff, employee representatives, and the public
- Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines
- Effectively represent the Agency to other departments and agencies, and before public bodies
- Exercise good judgment in answering questions; exercise discretion in maintaining confidentiality of information in all personnel matters

MINIMUM QUALIFICATIONS (Education and/or Experience)

Graduation from an accredited college or university with a bachelor's degree in Public Administration, Public Policy, Business Administration, or a closely related field;

AND

Four (4) years of increasingly responsible full-time experience working in legislative or policy capacity; analyzing legislation or policies and making recommendations for legislation changes.

Substitution: Additional professional analytical experience performing legislative, legal or policy analysis work may substitute for the required education on a year for year basis. A master's degree in Public Administrative, Public Policy, Business Administration or a closely related field may substitute for two years of the required experience.

Note: The possession of a master's degree from an accredited U.S. college or university, or certified foreign studies equivalency in the areas listed above is highly desirable.

DRIVER LICENSE REQUIREMENT

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

History

Date Established: 6/16/13

Revised 12/15/16