



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: November 8, 2018

To: John Ford, Director of Planning and Building

From: Human Resources Department

Subject: Classification Review Request - Deallocating the Business Manager position and allocation of an Administrative Analyst I/II M/C position in budget unit 277

Based on the information provided in your request and Human Resources discussion with the Planning and Building Department, Human Resources recommends the proposed allocation of an Administrative Analyst I/II M/C position would appropriately meet the needs outlined in the Classification Review Request dated October 12, 2018. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Administrative Analyst I/II M/C position (salary range 423/454, class 0605) in budget unit 277 effective no earlier than November 18, 2018. *(4/5 vote required)*
- "Approve the deallocation of the Business Manager position (salary range 450, class 0608) in budget unit 277. *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from Planning – dated October 12, 2018
Job specification for Business Manager
Job specification for Administrative Analyst I/II M/C

cc: Bob Russell, Assistant Director of Planning and Building
Paula Mushrush, Administrative Services Manager

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Human Resources prior to the effective date of the new allocation.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Planning and Building Date: 10/12/18

Division/Unit/Location of new position: 277 – Current Planning

Name of contact person: Paula Mushrush

Position status (check one) Regular ☒ Grant ☐ Other ☐

If position is in a new grant or program, explain the general purpose or function of the program:

NEW: Someone to process HR actions, payroll timekeeper, morale, and special projects

Anticipated Start date: 12/31/18 Duration of grant: N/A

FTE of new position: 1.0 Budget unit: 277

Name and title of person supervising this position:

Paula Mushrush, Administrative Service Manager

Name and title of anyone currently in your department performing the same or similar duties:

Page Ludke, retired annuitant

Please list the primary duties of this position:

Responsible for overseeing five budget units, all sub-related fiscal tasks including collections for code and permits, grants, and oversee over \$25,000,000 in money held in trust. Independently lead the department in onboarding, off-boarding, risk cases, and be an HR resource for management/staff. Analysis, research, and special projects as requested by managers. This includes, but is not limited to procurement, regulatory interpretation, and board report writing.

Add any additional information, which might be useful for this review:

Prior to a July 2017, this was done by the department Business Manager with other expanded administrative duties. With the growth in the department a portion of the tasks have been given to newly hired staff. Essentially this is a newly created position that blends the HR and fiscal needs in a supportive function for the Administrative Service Manager. They must be highly skilled in a variety of areas, and the position needs to be management confidential.

Department head signature:  Date: 11/7/18

BUSINESS MANAGER

DEFINITION

Under direction, performs complex fiscal, budgetary, and administrative analyses in support of activities and functions of a specified department; plans, coordinates and evaluates special projects; supervises the work of assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This management class provides varied and complex fiscal and administrative support to a major County department. Duties vary depending on the department but responsibilities will include fiscal management, budget development, legislation analysis and implementation, grant and contract administration, and personnel activities. Incumbents have considerable latitude in decision-making and development and implementation of administrative policies and when representing the County in meetings with other agencies and community groups.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs and participates in the development and administration of department and/or division level budgets; directs and participates in the development of division level budgets; prepares budget appropriation transfers and supplemental budgets.
- Participates in the development and implementation of goals, objectives, policies, procedures and work standards for the department; provides technical assistance to managers regarding fiscal, administrative, personnel, information systems and related issues.
- Develops, directs and participates in a wide variety of fiscal and administrative studies; establishes and implements appropriate reporting systems; determines methods and criteria for program evaluation.
- Prepares and reviews complex and specialized budgetary, fiscal and other reports.
- Plans, develops, coordinates, and implements a variety of projects and programs; gathers and analyzes information from community groups and other agencies.

- Resolves or makes recommendations regarding a variety of problem situations; collects and analyzes information, evaluates alternative courses of action and makes recommendations regarding such areas as accounting systems, fiscal reporting, organizational structure, staffing, facilities, and equipment.
- Prepares requests for grant funds, monitors compliance with funding requirements, prepares periodic reports.
- May research and resolve computer system problems; evaluate system modifications and software and implements changes.
- Participates in the selection and supervision of staff and provides for their training and development.
- Evaluates employee performance, counsels employees, and effectively recommends disciplinary action and other personnel decisions.
- Analyzes new and proposed legislation, determines potential impacts on the department and recommends procedures for implementation.
- Oversees the maintenance of appropriate records.
- May direct and participate in conducting rate reviews and adjustments for labor, equipment and overhead; may oversee the review and adjustment of operating and fee schedules.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public and others; may make presentations to County departments or to community groups.

QUALIFICATIONS

Knowledge of:

Principles and practices of budget development and administration.

Principles, practices, and terminology of governmental and fund accounting.

Principles, practices and methods of administrative and organizational analysis.

Public administration principles and practices.

Principles of business data processing, particularly as related to fiscal management and statistical analysis.

Business letter writing, report preparation and the development of grant applications.

Basic record keeping principles and practices.

Applicable laws, regulations, and ordinances.

Principles and practices of employee supervision, including work planning, evaluation and training.

Skill in:

Analyzing complex budgetary, fiscal, administrative, and organizational problems, evaluating alternatives and reaching sound conclusions.
Collecting, evaluating and interpreting varied information and data.
Developing, organizing, coordinating and implementing varied projects.
Interpreting and applying laws, regulations, policies and procedures.
Selecting, supervising and evaluating staff and providing for their training and professional development.
Analyzing and resolving moderately complex problems with automated information systems.
Preparing clear, concise and complete reports and other written materials and maintaining accurate records and files.
Coordinating multiple projects and meeting critical deadlines.
Exercising sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Specified positions may require possession of a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Three years of responsible fiscal or administrative experience in the public sector, at least one year of which included supervisory responsibilities, and the equivalent to graduation from a four-year college or university with major coursework in accounting, business, public administration, or a closely related field.

ADMINISTRATIVE ANALYST I/II

DEFINITION

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical, public information and community liaison work and other analyses and staff support related to department, division, or County-wide activities and functions; makes recommendations for action and assists in policy and procedure development and implementation; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst I is the entry level in this professional administrative support series. Initially under close supervision, incumbents perform the more routine administrative support and analysis duties while learning County policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternately staffed with Administrative Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Administrative Analyst II is the journey level class of the series, fully competent to perform responsible and difficult analytical work in varied departmental staff support areas as designated by management staff. Projects may include statistical analyses, operations support, policy, procedure and budget development, or program implementation and administration, or other areas which may be County-wide or specific to a department. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations. This class is distinguished from Senior Administrative Analyst in that the latter performs more complex analytical work with greater County-wide impact or with specific programmatic implications, often with the implied authority of the County Administrative Officer.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans and organizes administrative studies relating to the activities or operations of the departments or functional areas to which assigned.

Administrative Analyst I/II

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- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
- Conducts a variety of special projects and studies related to the functions of the department or functional area to which assigned.
- Discusses findings with management and prepares reports of study conclusions.
- Assists in the development and implementation of department or division goals and objectives.
- May be accountable for assembling information and presenting it to the media.
- May assist in developing and administering specified portions of the annual budget, including gathering information and monitoring expenditures.
- Coordinates activities with those of other departments, depending upon the nature of the project to which assigned.
- Confers with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.
- Provides liaison and staff support to a variety of committees and commissions.
- Provides technical assistance to others on administrative and analytical matters.
- Prepares technical reports, correspondence and other written materials.
- May be responsible for the development, implementation and/or administration of a specified program area.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Administrative Analyst I/II
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Knowledge of:

Principles, practices and methods of administrative, budgetary and organizational analysis.
Business computer user applications, particularly as related to budgetary and statistical analysis.
Financial/statistical/comparative analysis techniques and formulae.
Public administration principles and practices.
Basic budgetary principles and practices.
Basic organization functions and operations of a public agency.

Skill in:

Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions.
Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
Coordinating multiple projects and meeting critical deadlines.
Interpreting and applying laws, regulations, policies and procedures.
Preparing clear, concise and complete reports and other written materials.
Maintaining accurate records and files.
Exercising sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Specified positions may require a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Administrative Analyst I/II
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Administrative Analyst I: Equivalent to graduation from a four year college or university with major coursework in business

or public administration or a field related to the work.

Administrative Analyst II: In addition to the above, two years of professional level experience in administrative, management, public information systems, operations, budgetary or similar analyses as a level equivalent to the County's class of Administrative Analyst I.