



# LASSEN COUNTY

## Health and Social Services Department

- ☒ **HSS Administration**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8128
- ☐ **Public Guardian/Administrator**  
1345 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8337
- ☐ **Housing & Grants**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8309
- ☐ **Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251 - 8108
- ☐ **Public Health**  
1445 Paul Bunyan Road, Ste B  
Susanville, CA 96130  
(530) 251 - 8183
- ☐ **Community Social Services**  
1400 Chestnut Street, Ste A  
Susanville, CA 96130
- LassenWORKS**  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8152
- Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251 - 8277
- Adult Services**  
1400 Chestnut Street, Ste B  
Susanville, CA 96130  
(530) 251 - 8158
- Family Solutions/Wraparound**  
1400 Chestnut Street, Ste C  
Susanville, California 96130  
(530) 251 - 8340

**Mailing Address:**  
PO Box 1180  
Susanville, California 96130

**Date:** August 12, 2025

**To:** Tom Neely, Chairman  
Lassen County Board of Supervisors

**From:** Danielle Sanchez, Personnel Coordinator  
Health and Social Services

**Subject:** Job Description Approval for Chief Fiscal Supervisor / Fiscal Supervisor within Health and Social Services Agency to include positions allocated within the Public Health, Behavioral Health and Community Social Services Departments. Positions are already allocated within the respective budgets and the job description changes are necessary for recruitment purposes through CalHR/MERIT Systems.

### Background:

The Lassen County Health and Social Services Agency (HSS) recruits through CalHR/MERIT Systems for our positions that are budgeted within the Community Social Services Department. We have been unable to recruit for vacant Fiscal Officer positions within HSS through CalHR/MERIT because the current County job description did not match the minimum qualifications of any of the CalHR/MERIT approved job classifications.

Therefore, HSS worked with County Administration to select a CalHR/MERIT approved job description that met the needs of the County and the HSS Departments this position will serve. Presented in the Board Packet is the Chief Fiscal Supervisor (CalHR/MERIT) / Fiscal Supervisor (County) job description for approval and if approved we can begin recruitment to fill 5 vacant positions within HSS. The job description was sent to the Management Professionals Association on June 27, 2025 and we received questions from MPA on July 1, 2025 which we provided clarifying answers on July 9, 2025 but no objection in moving forward with BOS approvals. We did follow-up with an email to them on July 18, 2025 asking for any other questions to which we did not receive a response.

### Fiscal Impact:

Funds are budgeted within Public Health Fund/Budget 110/0731 - General Administrative Funding, Behavioral Health Fund/Budget 110/0751 - General Administrative Funding, Community Social Services Fund/Budget 120/0852 - General Administrative Funding to support these positions.

### Action Requested:

- 1) Approve the Chief Fiscal Supervisor / Fiscal Supervisor Job Description



COUNTY OF LASSEN  
JOB DESCRIPTION

CLASS TITLE:	Chief Fiscal Supervisor	CLASS CODE	
WORKING TITLE:	Fiscal Supervisor		
DEPARTMENT:	Health and Social Services Agency	UNIT	MM
REPORTS TO:	Director / Department Head	FLSA STATUS	Non-Exempt
BOARD APPROVAL	PENDING	RANGE	20

**DEFINITION**

Under general direction, the Chief Fiscal Supervisor is responsible for clerical accounting, budgetary, and statistical functions; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in the Chief Fiscal Supervisor classification receive supervision from a higher- level supervisor or manager.

A Chief Fiscal Supervisor has responsibility for directing and supervising Account Technicians, Clerks and other classifications as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Directs the work of several accounting units involved in the accounting, budgetary, and statistical work of the department.
- Prepares or assists in preparing the departmental budget.
- Maintains control over expenditures, collections, and property of the department.
- Develops and installs new procedures.
- Coordinates the methods, procedures, and work of the clerical accounting section with other department sections either directly or through higher levels.
- Confers on fiscal matters with the director or other departmental managers.
- Prepares statements and reports showing the financial condition of the department.
- Reviews and prepares correspondence.
- Confers with county, state, and federal officials on fiscal matters.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience**

Two (2) years of full-time experience as a Supervising Account Clerk I.

OR

Five (5) years of full-time clerical accounting experience, two (2) years of which must have been in a supervisory capacity. (Up to three years of college or business school training may be substituted for the non-supervisory experience on a year-for-year basis.)

**Licenses and Certifications**

Possession of, or ability to obtain, a California driver's license.



## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Federal, state and county laws, rules, and regulations pertaining to the work of the department as it relates to fiscal or statistical functions.
- Governmental accounting and budgetary record keeping.
- Office methods and procedures.
- Clerical accounting principles and practices.
- Principles and techniques of employee supervision.

### **Ability to:**

- Plan, organize, direct, and coordinate the work of an accounting section.
- Analyze situations accurately and to adopt an effective course of action.
- Establish and maintain cooperative working relationships with department employees, representatives of other agencies, and the public.
- Prepare clear and concise statements and reports.

## **ADDITIONAL REQUIREMENTS**

Travel within and outside of Lassen County may be required for meetings and training.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.