

County of Lassen
ADMINISTRATIVE SERVICES



MIKE SCANLAN

District 1

GARY BRIDGES

District 2

TOM NEELY

District 3

AARON ALBAUGH

District 4

JASON INGRAM

District 5

Maurice L. Anderson
County Administrative Officer
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DATE: February 2, 2026

TO: Board of Supervisors
Agenda Date:

FROM: Maurice L. Anderson, CAO

A handwritten signature in blue ink, appearing to read "MLA", with a blue arrow pointing to the right.

SUBJECT: Reallocation of FTE's and Reclassifications with the Administration Department

RECOMMENDATION:

For the Board of Supervisors to 1) Unfund 1 FTE Assistant to the CAO/Budget Analyst, 2) Approve the range change for Executive Assistant to the CAO job classification, 3) Approve the range change for the Deputy County Administrative Officer job classification, 4) Fund 1 FTE Personnel Assistant I/II/III, and/or 5) Provide direction to staff.

DISCUSSION:

The Lassen County Administration department requests the Board of Supervisors to consider and approve unfunding the budgeted position of the Assistant to the CAO/Budget Analyst, range 28. The funding for this position, fully weighted, for the FY 2025-2026 budget, was approximately \$112,000. To date, this funding has not been expended. Although filled for a period of time, the employee assuming that position was almost immediately reassigned to another department and subsequently took that position permanently.

In lieu of funding and filling the Assistant to the CAO/Budget Analyst position, the Administration team is seeking a reclassification of the Executive Assistant to the CAO position, range 22, to an Executive Assistant to the CAO, range 26. In this current fiscal year, the Executive Assistant to the CAO position was funded in the Administration and County Counsel budget units, and the Legal Office Coordinator position was unfunded. The Legal Office Coordinator duties were absorbed by the Executive Assistant to the CAO position.

In addition, the Administration team is seeking to change the range on the Deputy County Administrative Officer from a range 34 to a range 36. This position will absorb the duties of the

Assistant to the CAO/Budget Analyst position, with some budgetary duties being delegated to the Executive Assistant to the CAO position. This change in range also seeks parity to the position of the HSS Agency Director, a position that in the past was a Deputy CAO before getting a title change.

Lastly, the Administration department seeks to fund one FTE for Personnel Assistant I/II/III (range 15/18/20). The cost for this addition to staff would be approximately \$48,000, fully weighted, depending on the applicant's qualifications and experience.

Revised job descriptions are attached for review. All four positions are in the Department Head/Confidential unit.

FISCAL IMPACT: Cost savings for the current FY 2025-2026 budget. Cost for the current fiscal year estimated to be \$80,000.

ALTERNATIVES: Not approve.

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COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Personnel Program Assistant I/II/III	CLASS CODE	AD09
DEPARTMENT:	Personnel	UNIT	Confidential
REPORTS TO:	Personnel Director	FLSA STATUS	NON
BOARD APPROVAL	01/27/2009, Revised 11/27/12, Revised 11/9/21	RANGE	15/18/20

JOB SUMMARY

To assist in the planning, coordination of the Personnel departmental program and to perform a variety of specialized and responsible administrative, technical, and support functions for that program.

DISTINGUISHING CHARACTERISTICS

Under limited supervision, the Personnel Program Assistant prepares a variety of personnel documents and reports; coordinates various departmental personnel related activities and services; assists in carrying out professional level personnel activities; and performs related work as required.

This paraprofessional class is used in the personnel department. The Personnel Program Assistant assists professional staff in carrying out professional personnel duties in: benefit administration and enrollment; recruitment; classification and pay; labor relations; advice and assistance to supervisors and employees on non-controversial matters; Family and Medical Leave Act; post-employment benefits; and affirmative action. In an assigned department, a Personnel Program Assistant serves as a coordinator and liaison between department staff and personnel department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from Personnel Director and Personnel/Risk Analyst. May provide technical supervision to clerical personnel or act as lead.

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

Perform a wide variety of planning and coordinating activities related to the Personnel Department. Perform support, technical, and administrative duties for that program.

Recommend policy and appropriate procedures for program.

Represent the program needs under direction from Department Head to various other departments and public.

Interpret, apply and explain policies and procedures related to the department; respond to individuals and supervisors requesting services related to area of assignment

Collect information from a variety of resources for use in compiling reports and drafting responses.

Operate, maintain and train others on software programs necessary for program compliance.

Assist in compilation of program budget and purchasing needs.

Process all staff evaluations and ensure accuracy and compliance with procedures.

Receive and review Personnel Actions for accuracy and completion; enter and act as lead in training support staff to enter Personnel Actions in the County's Human Resource Software system.

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JOB DESCRIPTION

Responsible for orientation and induction of new hires.
Coordinates and administers testing activities under broad guidelines.
May sit as panel member for oral examinations.
Coordinate the establishment, maintenance, and certification of Eligibility Lists.
Reviews a variety of personnel documents for accuracy and completion.
Advises operating department staff on the more routine personnel procedures and policies.
Interprets personnel manual.
Assist county employees with benefits and process required paperwork.
Process all paperwork associated with new hire, termination, retirement, merit increases and performance reviews and input information in personnel software program.
Coordinate Open Enrollment periods with employees, departments and vendors.
Assist the public with employment needs.
Maintains County employee data base and personnel files.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Functions, principles, and practices involved in public personnel systems.
Applicable state, federal, and local ordinances, laws, rules, and regulations affecting program area.
Knowledge of word processing and spreadsheet software. (Must be a qualified typist.)
Modern office procedures, methods, computer equipment, and file management.

Ability to:

Ability to work cooperatively with other employees.
Establish and maintain effective working relationships with those contacted in the course of work.
Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.
Manage multiple tasks; organize and manage multiple priorities.
Operate computers and related software.
Interpret and apply relevant government codes and laws.
Communicate clearly and concisely, both orally and in writing.
Perform under stress with multiple types of personalities and contacts.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience: Any combination of education and experience that provide the required knowledge, skills, and abilities will be accepted. A typical way to provide that combination would be:

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JOB DESCRIPTION

Personnel Program Assistant I:

Experience:

Three years of responsible skilled clerical experience in positions requiring a high degree of attention to detail and customer service. One year of experience working with employee benefits, payroll, or Personnel associated duties preferred.

Education:

Equivalent to the completion of the twelfth grade. Equivalent to the completion of an Associate of Arts Degree in Business, Personnel Administration, or a related field preferred.

Personnel Program Assistant II:

Experience:

Five (5) years of full-time increasingly responsible secretarial, clerical experience that included responsibility for checking documents for accuracy and conformance with established guidelines and extensive public contact involving interpretation and explanation of departmental policy and procedure. One year of experience in public personnel administration preferred.

OR

Two (2) years experience equivalent to that gained as a Personnel Assistant I.

Education:

Equivalent to the completion of the twelfth grade. Equivalent to the completion of an Associate of Arts Degree in Business, Personnel Administration, or a related field preferred.

Personnel Program Assistant III:

Three (3) years' experience equivalent to that gained as a Personnel Assistant II.

Promotion from the Personnel Program Assistant I to the Personnel Program Assistant II and III can be made without further competition upon satisfaction of the qualification requirement and upon the recommendation of the Department Head.

Licenses and Certifications

Possess and retain a valid California driver's license.

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 outside of the immediate office environment and to make outside visits – occasionally on uneven surfaces with potential access barriers. 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. The noise level in the work environment is usually low to moderate. May come in contact with employees and members of the public who are agitated, argumentative, or confrontational.



Class Title:	Assistant to the CAO/Budget Analyst	CLASS CODE	CAO02
Department:	Administration	UNIT	DH
Reports to:	County Administrative Officer	FLSA Status	Exempt
Board Approval		RANGE	28

DEFINITION

Assists the County Administrative Officer in the overall management and coordination of the activities and operations of the County Administrative Office including preparation of the County budget, Information Services, Purchasing, Grants and Special Projects; analyzes and makes recommendations for the solution of complex problems of financial management, budgeting, or county procedures; represent the County Administrative Officer at various meetings

DISTINGUISHING CHARACTERISTICS

This class performs difficult and highly responsible administrative work requiring frequent exercise of independent judgment and initiative and broad knowledge of County finance and systems. The Assistant to the CAO/Budget Analyst is an at-will position. This class is assigned responsibility for developing, organizing and maintaining the Information Services Department, County budget, purchasing and inventory and specialized management projects or support activities as an administrative specialist for the County Administrative Officer. Assignments will vary, but may involve matters that are either specific or County-wide in scope. This class will conduct major analytical assignments and may assist Departments in such tasks as budget analysis, workload measurement, and program evaluation. The Assistant to the CAO may act as a representative of the County Administrative Officer on County or community committees as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Administrative Officer.

Supervises subordinate personnel and coordinates the daily activities of the Information Services Department.

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

Work closely with the County Administrative Officer and Department heads in obtaining information and developing recommendations on financial management problems and County programs.

Interact with members of the Board of Supervisors and private citizens as a representative of the County Administrative Officer's Office.

May serve as a member of the County's negotiating team in meet and confer sessions.

Research, analyze, and make recommendations regarding major financial, technical and administrative problems.

Evaluate the effectiveness of capital spending and other programs and make recommendations to CAO on needed improvements, including work space needs.



Coordinates capital projects for the County; monitors and directs the processing of contracts, building leases and general leases.

Conducts or coordinates contract negotiations for special services and drafts contracts for Board of Superiors' approval

Coordinates the preparation of the County's annual budget, including supervising and participation in the review of budget proposals made by County departments; reviews and makes recommendations regarding request for mid-year budget transactions; identifies and evaluates potential revenue sources.

Develop and ensure administration of grant programs for County services.

Research and prepare reports recommending the improvement of services, changes in organization design, and measures to improve efficiency of operations.

Evaluate and analyze ideas and concepts; make recommendations regarding methods of implementation.

Plans, develops, coordinates, conducts and implements or directs the implementation of special projects.

Primary responsibility for budget oversight after budgetary approval.

Conduct studies and analyses in the maintenance and review of internal administrative operations such as organization planning, administrative policy, and management development programs.

Confer with Department officials, other public officials, consultants and citizens in the accomplishment of program objectives.

Coordinate contract arrangements with other agencies and private parties.

Explain County policies and procedures to the public.

Attend meetings of the Board of Supervisors, commissions, committees and other groups as assigned.

Represent the County Administrative Officer at various meetings.

Prepare correspondence, reports, and conduct management studies.

May supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Principles and practices of organization and public administration.

Applicable Federal, State, and local laws and regulations.

Principles of community relations.

Principles of supervision, training, and evaluation.

Federal, State and County budgetary systems and procedures.

Statistics and quantitative analytic techniques.

Ability to:

Revised. Assistant to the CAO. Budget Analyst 2/18/2026



- Plan, organize and coordinate general support services.
- Develop and implement operational policies and procedures.
- Supervise and evaluate staff members.
- Gather and analyze data.
- Interpret rules and regulations.
- Write clear and organized reports and make effective oral presentations.
- Establish and maintain cooperative working relationships with staff, other Departments and Agencies, the private sector and the public.
- Complete assigned tasks, given a goal and time frame.
- Perform a variety of tasks in a timely and effective manner.
- Work independently.
- Understand, interpret and apply complex guidelines.
- Supervise, train, and evaluate staff.
- Communicate effectively both verbally and in writing.

Experience and Training

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

Experience:

Four years of increasingly responsible administrative and analytic experience, preferably in a general-purpose local government organization.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field.

License or Certificate

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

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 stoop kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing



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JOB DESCRIPTION

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.

Required to occasionally travel: to include over-nights and weekends, to attend trainings, meetings, and conferences.

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.



CLASS TITLE:	Deputy County Administrative Officer	CLASS CODE	AD04
DEPARTMENT:	County Administration	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL	6/10/2014, 11/9/21, <u>PENDING</u>	RANGE	<u>3634</u>

DEFINITION

Under the direction of the County Administrative Officer, performs a wide variety of professional, technical, analytical, and administrative duties, provides assistance to the County Administrative Officer; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

This is an "at-will" department head position that is appointed by and serves at the pleasure of the County Administrative Officer and assists the Board of Supervisors to develop long range policies and plans to serve the County's residents.

Receives direction from the County Administrative Officer and may exercise direct supervision over assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development, coordination and implementation of special projects, countywide goals, objectives, policies, procedures, and work standards.

Evaluates economic development activities to meet goals and objectives; and develops implementation plans to effectuate positive change.

Serves as liaison between the County Administrative Officer and various administrative officials; legislative bodies, boards, commissions, agencies, civic club/organizations and the general public; makes presentations as necessary to the Board of Supervisors; department heads and other.

Directs and participates in reviews of departmental fees and charges; evaluates information submitted, recommends adjustments, prepares fee and related charges reports for the Board of Supervisors.

May initiate audits of programs or departments to validate costs and makes recommendations as needed.

Works with department staff and participates in the development and implementation of management systems, procedures and standards for program evaluation.

Provides direction and programmatic development for and coordination and implementation of special programs and services to meet the needs of the County.

Researches, negotiates, prepares and administers contracts with a variety of contractors, consultants, service providers and/or vendors.

Identifies problems, determines analytical approach, researches and analyzes necessary information; provides technical assistance to others on financial and/or program related matters.

Deputy County Administrative Officer



Plans, develops, coordinates, conducts and implements or directs the implementation of special projects.

Makes presentations to the Board of Supervisors, including making recommendations concerning County policy or other County business.

Represents the County Administrative Officer and confers with representatives of other governmental agencies, community groups, boards and commissions, auditors, the public and others; may make presentations to public groups.

Responds to requests for information from the public and departmental personnel.

May serve as interim or acting management capacity for departments county-wide as necessary.

May act as County Administrative Officer when assigned.

Prepares recommendations for changes in County administrative policy and state/federal legislation; prepares and presents complex reports.

May supervise staff as required; may develop departmental budgets as assigned.

Other duties as assigned.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Five years of increasingly responsible managerial, fiscal, personnel, administrative and/or analytical work in a state or government setting.

Education:

A Bachelor's degree in public or business administration, accounting, economics, social or behavioral science or a closely related field.

The ideal candidate will also possess:

A high level of integrity and strong sense of ethics with a proven track record of developing and maintaining a high performance culture; demonstrated leadership skills in directing special projects, economic development activities and establishing partnerships with community stakeholders; strategic thinking skills and will be results oriented; strong fiscal skills and analytical skills; excellent communication skills and ability to establish and maintain internal and external relationship; and the ability to work cooperatively with other employees.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license is required by the position.



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 stoop or kneel. The employee must occasionally lift and/or move up to 10 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. May come in contact with sometime hostile employees and members of the public.



CLASS TITLE:	Executive Assistant to the County Administrative Officer	CLASS CODE	AD05
DEPARTMENT:	Administration	UNIT	Conf
REPORTS TO:	County Administrative Officer	FLSA STATUS	Non exempt
BOARD APPROVAL	May 26, 2015, <u>PENDING</u>	RANGE	<u>2622</u>

JOB SUMMARY

Under supervision, performs or assists in the performance of a variety of responsible, complex and confidential administrative, technical and analytical duties in support of the County Administrative Officer; relieves the CAO of a variety of administrative and office details; provides general office coordination and administrative support for the CAO's Office; assists in the performance of a variety of administrative and analytical duties in support of various county projects, agencies and/or special programs; performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the County Administrative Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Serves as liaison between CAO and County staff, other agencies, and the public, in receiving and communicating information;

Interact with members of the Board of Supervisors and private citizens as a representative of the County Administrative office.

Assists with the development and monitoring of the department budget during the year;

Researches, evaluates and prepares statistical, financial and demographic data used in reports, surveys, and analyses;

Assists in the development and analysis of County policies, procedures and systems;

May research grant opportunities and assist in preparing grant proposals;

Prepares organization, workload and other charts;

Composes correspondence on various subjects from general instructions or independently in accordance with administrative policies or procedures;

Reviews outgoing correspondence prepared by other staff members for CAO's signature for consistency with administrative policy, format, or clerical correctness;

Maintains confidential records and files;

Logging in, and maintenance of a wide variety of documents which substantiate the activities of the County Administrative Officer for legal and historical purposes;

Provides administrative support to the CAO and staff to include the maintenance of calendars and screening of visitors, telephone calls and correspondence;



Performs general secretarial and administrative duties requiring typing and word processing skills;

Performs related other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

The organization, functions, policies, and practices of County government

Principles of office management and standard record keeping procedures as they relate to the work of the office

Analytical and research methods and techniques

Principles and procedures of fiscal and statistical record keeping and presentation

Budget preparation, monitoring and administration

Letter and technical report writing

Comprehensive filing systems to maintain historical documents and accurate record keeping systems

Modern office equipment and procedures including use of word processing, document publishing, database, and spreadsheet applications

Ability to:

Perform responsible administrative and analytical work with speed and accuracy

Learn, interpret, and apply specialized policies and procedures

Follow oral and written directions

Maintain cooperative relationships with those contacted in the course of work

Work cooperatively with other employees

Use good judgment in choosing among available alternatives, in recognizing scope of authority, in seeking assistance, and making referrals

Analyze statistical and financial data

Handle confidential material and contacts with discretion

Handle demanding situations requiring diplomacy, poise, and flexibility

Compose clear and concise correspondence

Compile and maintain complex and extensive records to include statistical records

Utilize word processing, spreadsheet, and other relevant software programs on a personal computer

Educations and Experience

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



Education: Equivalent to the completion of course work from an accredited college or university leading to Bachelor's Degree in Public or Business Administration or a closely related field.

Experience:

Four years of increasingly responsible administrative experience which includes at least one year of administrative or analytical support to a high-level administrator in an organization;

Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

License or Certificate

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

Working Conditions:

While performing the duties of the job, work is usually performed indoors and occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The employee is regularly required to sit; use hands to finger, handle, or feel; to talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, knee, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.