


County of Lassen  
ADMINISTRATIVE SERVICES



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**GARY BRIDGES**  
District 2  
**TOM NEELY**  
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District 4  
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DATE: July 1, 2026  
TO: Board of Supervisors  
Agenda Date: July 7, 2026  
FROM: Maurice L. Anderson, CAO   
SUBJECT: Reclassification within the Administration Department

RECOMMENDATION:

For the Board of Supervisors to 1) Approve the range change for the Deputy County Administrative Officer job classification, and/or 2) Provide direction to staff.

DISCUSSION:

The County Administrative Officer is seeking to change the range on the Deputy County Administrative Officer from a range 34 to a range 36. This position has absorbed the duties of the vacant Assistant to the CAO/Budget Analyst, and will continue to do so until the position is filled. Further, if the Budget Analyst position is filled, the Deputy CAO will train and oversee the Budget Analyst 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.

Revised job description is attached for review. This position is in the Department Head/Confidential unit.

FISCAL IMPACT: Approximately an increase of 12,000 per year.

ALTERNATIVES: Not approve.

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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

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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.