

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**  
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DATE: June 10, 2026

TO: Board of Supervisors  
 Agenda Date: June 16, 2026

FROM: Maurice L. Anderson, CAO 

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).

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.

ALTERNATIVES: Not approve.

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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>

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**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.



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.