



# LASSEN COUNTY

## Health and Social Services Department

- ☒ **HSS Administration**
- ☐ **Public Guardian**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8128
- ☐ **Grant and Loans Division**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-2683
- ☐ **Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251-8108/8112  
  
**Chestnut Annex**  
1400-A & B Chestnut Street  
Susanville, CA 96130  
(530) 251-8112
- ☐ **Patients' Rights Advocate**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8322
- ☐ **Public Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- ☐ **Environmental Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- ☐ **Community Social Services**  
336 Alexander Avenue  
Susanville, CA 96130  
  
**LassenWORKS  
Business & Career Network**  
PO Box 1359  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251-8152  
  
**Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251-8277  
  
**Adult Services**  
PO Box 429  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8158
- ☐ **HSS Fiscal**  
PO Box 1180  
Susanville, CA 96130  
(530)251-2614

**Date:** October 8, 2019

**To:** Jeff Hemphill, Chairman  
Lassen County Board of Supervisors

**From:** Barbara Longo, Director  
Health and Social Services

**Subject:** Job Description Approval for Assistant Director/Personnel  
Coordinator and Change in Unit

### Background:

The Director of Health and Social Services provides oversight to Community Social Services, Behavioral Health, Public Health, Environmental Health, Public Guardian, Patients' Rights and Fiscal including all of the employees employed in these divisions. In developing this job description, we will have the ability to provide an Assistant that can act in the absence of the Director and act as a Personnel Coordinator in connection with County Admin Personnel.

When this position was originally submitted in the Budgets that were approved on September 10, 2019, the bargaining unit associated with the position was listed as Mid-Management. We would like to request a change to the unit to move it to a confidential position due to the nature of the work.

### Fiscal Impact:

There is no impact to County General Funds. Funds are budgeted within HSS 110-721 to support this position.

### Action Requested:

Approve Assistant Director/Personnel Coordinator Job Description and Change in Unit



## COUNTY OF LASSEN JOB DESCRIPTION

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CLASS TITLE:	Assistant Director/Personnel Coordinator	CLASS CODE	HSS
DEPARTMENT:	Health and Social Services	UNIT	CONF
REPORTS TO:	Director of Health and Social Services	FLSA STATUS	Exempt
BOARD APPROVAL	PENDING	RANGE	26

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### **JOB SUMMARY**

Performs or assists in the performance of a variety of responsible, complex and confidential administrative, technical and analytical duties in support of the Director of Health and Social Services; relieves the Director of a variety of administrative and office details; provides general office coordination and administrative support for the Director; 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 Director of Health and Social Services. Will coordinate with Director of Health and Social Services to provide supervision and signing authority in their absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Serves as liaison between Director and HSS department staff, other agencies, and the public, in receiving and communicating information;

Interact with county executives and private citizens as a representative of the HSS Department.

Act as Personnel liaison for all HSS departments with County Personnel Director;

Monitors the status and quality of Performance Evaluations for all HSS employees;

Assists employees and management with the interpretation and correct application of County policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.

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 department policies, procedures and systems;

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 Director'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 Director for legal and historical purposes;

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



## COUNTY OF LASSEN JOB DESCRIPTION

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

Supervise and direct the work of assigned employees.

#### **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:**



## COUNTY OF LASSEN JOB DESCRIPTION

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

### **Experience:**

Four years of increasingly responsible administrative experience which includes at least one year of administrative, supervisory 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.