

County of Lassen
ADMINISTRATIVE SERVICES



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October 25, 2019

TO: Board of Supervisors
Agenda Date: November 12, 2019

FROM:  FOR: Richard Egan, CAO

SUBJECT: Allocated Positions - Lassen Regional Solid Waste Management Authority

RECOMMENDATION: Approve the request made by the Authority to add 1.0 FTE Administrative Assistant and 1.0 FTE Senior Account Clerk positions and eliminate 1.0 Program Coordinator and 1.0 Account Tech I/II positions in Fund 585 Solid Waste.

PRIOR BOARD ACTIONS: The Board has approved adding the 1.0 FTE Deputy Director of Public Works for Solid Waste position.

DISCUSSION: See attached minute orders and staff reports from the Authority.

FISCAL IMPACT: None. County staffing and services costs are paid by the Authority. The Lassen County Regional Solid Waste Authority is reporting that the overall change to the salary and benefits budget, County Fund 585, Budget Unit 0241, is a reduction of about \$80,000 for the 2019-2020 fiscal year.

OTHER AGENCY INVOLVEMENT: Lassen Regional Solid Waste Management Authority

ALTERNATIVES: Provide direction to staff.

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LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY
COUNTY OF LASSEN, STATE OF CALIFORNIA
(a California Public Agency)

MINUTE ORDER

Date: September 24, 2019

Directors Present: Ralph Ellis, Chairman
Chris Gallagher
Brian Moore
Joe Franco (Alternate)

Directors Absent: Aaron Albaugh, Vice Chairman
Kevin Stafford

Manager: Tom Valentino


FISCAL YEAR 2019/2020 BUDGET AMENDMENT, STAFF POSITIONS

Director Gallagher motioned to approve ^{Program} amendment of the fiscal year 2019/2020 budget staff positions by elimination of ~~Project~~ Coordinator and Account Tech ~~II~~ positions and addition of Deputy Public Works Director for Solid Waste, Administrative Assistant and Senior Account Clerk positions. Director Moore seconded. Clerk of the Board Rivas conducted a roll-call vote. Motion carried 4-0.

County of Lassen)
State of California) ss.

I, THOMAS G. VALENTINO, Manager of the Lassen Regional Solid Waste Management Authority, County of Lassen, State of California, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Authority on the above date.

IN TESTIMONY WHEREOF, I have hereunto set my hand this the 24th day of September 2019.

BY: 
Thomas G. Valentino
Manager of the Lassen Regional Solid Waste Management Authority
County of Lassen, State of California

Lassen Regional Solid Waste
Management Authority



STAFF REPORT

TO: LRSWMA BOARD OF DIRECTORS
FROM: TOM VALENTINO
SUBJECT: FISCAL YEAR 2019/2020 BUDGET AMENDMENT, STAFF
POSITIONS ADJUSTMENTS
DATE: SEPTEMBER 24, 2019

At the August 27, 2019 Board of Directors meeting the Board reviewed and approved a staff recommendation for changes in positions in the LRSWMA office. Specifically, the Board approved eliminating Program Coordinator and Account Tech II positions and replacing them with Administrative Assistant and Senior Account Clerk positions, respectively.

To formalize and implement the office position changes, an amendment to the fiscal year 2019/2020 budget is required.

Additionally, adding a Deputy Public Works Director for Solid Waste position to the fiscal year budget is necessary as that job is currently being advertised.

The office staffing changes are proposed to become effective November 1, 2019. The overall change to the salary and benefits budget is a reduction of about \$80,000 for the fiscal year.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve the LRSWMA office position changes, effective November 1, 2019. Because the office position changes are a budget amendment, a 4/5 affirmative vote is required.

Lassen Regional Solid Waste
Management Authority



STAFF REPORT

TO: LRSWMA BOARD OF DIRECTORS
FROM: TOM VALENTINO *[Signature]*
SUBJECT: CONSIDERATION OF CHANGES TO LRSWMA OFFICE STAFF
POSITIONS
DATE: AUGUST 27, 2019

BACKGROUND

In the approved fiscal year 2019/2020 budget, two positions are specified for the LRSWMA office: Program Coordinator and Account Technician II. Recently, the Program Coordinator resigned and the position remains unfilled.

Staff has evaluated the office positions and concluded changes are appropriate and can be accomplished without any drop-off of the duties and programs administered by the Authority.

The Program Coordinator position (budgeted this fiscal year at a MM 22C salary – \$4,394/mo) can be replaced with an Administrative Assistant position (at a MM 20D salary – \$4,194/mo).

The Account Tech II position (budgeted at UPEC 17E – \$4,016/mo) can be replaced with a Senior Account Clerk (UPEC 11A – \$2,545/mo).

The job descriptions for both positions are attached.

With these changes, the office staff budget will be reduced by about \$20,000 per year. Both of the new positions can be filled through promotions.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve the proposed changes to office staff positions and refer the matter to the Lassen County Board of Supervisors for review and possible action.



COUNTY OF LASSEN
JOB DESCRIPTION

| | | | |
|----------------|---|-------------|------------|
| Class Title: | Administrative Assistant Fiscal, Program, Administrative | CLASS CODE | GN15 |
| Department: | Various | UNIT | MM |
| Reports to: | Varies | FLSA Status | Non Exempt |
| Board Approval | Shannon II:6/2000 Rev 6/07, Revised 11/27/12 | RANGE | 20 |

JOB SUMMARY

Provide responsible para-professional assistance in the analysis, implementation and monitoring of specific programs, administrative operations, and/or fiscal services; and provide highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide range of department activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management; may receive technical and functional supervision from other administrative or professional personnel.

May exercise direct supervision over assigned secretarial and clerical personnel.

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

When assigned to fiscal operations:

Assist in the preparation of a departmental and/or program budget; prepare budget recommendations relative to assigned areas of responsibility; research past expenditures and project next year increases.

Research possible revenue sources; prepare budgets and provide recommendations related to assigned areas of responsibility; research past and current expenditures in order to project the estimated future expenditures; develop and continually monitor grants and contracts to insure constant revenue flow.

Perform para-professional and technical analysis and monitoring of department grants and contracts.

Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.

Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.

Monitor and coordinate the daily operation of assigned project or program area; perform fiscal detail work and maintain appropriate records and statistics.

Provide analyses of a wide range of program activities related to area of assignment.

Conducts surveys and performs complex research and statistical analyses as requested; prepare related reports.

When assigned to a specific program area:

Plan, organize and direct operations related to assigned program area such as housing, legal, personnel, safety, and collections.



COUNTY OF LASSEN JOB DESCRIPTION

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in work related to assigned program area.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities.

Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel, materials and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Monitor and coordinate the daily operations of assigned program area; perform technical duties related to assigned area; maintain appropriate records and statistics.

Conduct analyses of a wide range of related program or operational activities; conduct surveys and perform moderately complex research and statistical analyses; prepare related reports.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities with and provide information to outside contractors and service providers.

Respond to complaints and requests for information from the public and department staff.

When assigned to administrative operations:

Direct office management functions that include supervision of other clerical and administrative staff.

Coordinate data processing needs.

Provide responsible administrative staff assistance including conducting analyses of a wide range of department activities.

Assist in formulating department policy, goals and procedures; collect and compile relevant data supporting recommendations; implement policies and procedures.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Conduct surveys and perform moderately complex research and statistical analyses as requested; prepare related reports.

Plan, organize and direct office management functions that may include supervision of others; coordinate data processing needs.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities and provide information to outside contractors and service providers.

Respond to complaints and requests for information from the public and department staff.

Compile and/or create materials and prepare reports, manuals and publications.



COUNTY OF LASSEN JOB DESCRIPTION

Provide information to outside contractors and service providers; prepare and publish requests for proposals and bids to the public; prepare contracts and programs for Board of Supervisors approval.

Respond to complaints and requests for information from the public and department staff.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Experience:

Four to six years of highly responsible administrative experience providing support to a high level administrator. At least two of the years must be in an area relating to major responsibility. One year experience in lead or senior level work required.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

Licenses and Certifications

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of business letter and report writing.

Applicable Federal, State and local laws and regulations related to area of assignment.

Principles of community relations.

Basic financial/budgetary systems and procedures.

Basic statistics and quantitative analytic techniques.

Modern office procedures, methods and computer equipment. Common word processing and spreadsheet software for personal computers.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of work safety.

Ability to:

Learn the operation, policy and procedures of assigned department or office.

Work independently with little or no supervision.

Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.

Use a computer and a variety of other office machines. Learn specialized computer programs.

Interpret and apply pertinent Federal, State, and local laws, codes and regulations.



COUNTY OF LASSEN JOB DESCRIPTION

Supervise, train, and evaluate assigned staff, as necessary.

Analyze situations accurately and develop effective courses of action.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, prioritize, problem solve, remember, understand, explain, and count.

Observe, identify and solve problems of office operations and procedures; understand, interpret and explain Department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Plan, assign and supervise the work of others.

Perform administrative detail work.

Ability to work cooperatively with other employees.

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 abilities required by this job include hearing and vision adequate to observe human interaction, and vision or 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.



COUNTY OF LASSEN
JOB DESCRIPTION

| | | | |
|---------------|--|-------------|------------|
| CLASS TITLE: | SENIOR ACCOUNT CLERK | CLASS CODE | GN11 |
| DEPARTMENT: | Various | UNIT | LCGU |
| REPORTS TO: | Various | FLSA STATUS | Non Exempt |
| LAST REVISED: | Shannon 1999/Revised 09/2004, Revised 11/27/12 | RANGE | 11 |

JOB SUMMARY

To perform a variety of responsible technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for the full range of accounting clerical duties related to accounts payable, accounts receivable, or tax collection either for the County or a program and may provide technical and functional supervision over accounting clerical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and functional supervision over accounting clerical personnel.

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

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, or tax collection functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department or agency upon completion of assigned process.

Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements.

Provide technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.

Respond to questions and concerns from operating departments or agencies regarding area of assignment; correct problems in documents as necessary; explain processes and systems to County employees and vendors.

May provide technical and functional supervision over assigned accounting clerical personnel; assign and review work of other accounting clerical staff; train others in accounting systems and procedures.

Perform related duties as assigned.



COUNTY OF LASSEN
JOB DESCRIPTION

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Three years of responsible and specialized accounting clerical experience.

Equivalent to the completion of the twelfth grade with additional education highly desirable.

Licenses and Certifications

Valid driver's license may be required by the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices and terminology used in accounting clerical work.

Pertinent rules, laws and policy regarding accounting methods.

Modern office practices, methods, procedures and computer equipment.

Ability to:

Perform advanced journey level accounting clerical work such as accounts payable, accounts receivable, and/or tax collection.

Post and make mathematical computations rapidly and accurately.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate automated office equipment and use a computer based accounting system.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

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 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 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.