



DRAFT - PROPOSED

DISASTER RECOVERY FIELD OPERATIONS COORDINATOR

Classification Specification

JOB SUMMARY:

Under general direction, responsible for planning, organizing, and overseeing post-disaster activities including debris removal, communications with disaster survivors, planning related to short and long-term recovery needs and unmet needs assessment; maintains and coordinates activities within the Disaster Recover Unit related to community outreach, attends community meetings and municipal advisory councils, on behalf of the County. Works closely with other County departments and outside agencies such as Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (Cal OES), etc.

DISTINGUISHING CHARACTERISTICS:

This at-will classification is assigned exclusively to the Executive Office – Disaster Recovery Unit; incumbent is responsible for oversight of post-disaster field activities of the Disaster Recovery Unit such as debris removal and community outreach. Incumbent performs at a high level with a high degree of independence and judgment and works with considerable independence and must be capable of performing duties under stressful conditions. Incumbent may exercise functional or technical supervision over staff and contractors.

SUPERVISION EXERCISED:

No direct supervision is exercised by this class; however, incumbent may provide functional or technical supervision to staff assigned to various functions and projects overseen by the incumbent.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Plan, organize and oversee post-disaster debris removal with State and federal watershed protection and other related agencies.
- Perform field services such as monitoring grant projects and related activities on-site; provide oversight and functional supervision over employees and contractors performing related work.
- Develop and conduct public information campaigns relating to disaster recovery and mitigation; create and produce newsletters, brochures, and other public education materials.
- Make presentations to government, community, and neighborhood groups.
- Conduct outreach with a variety of public and private organizations and volunteer groups.
- Provide assistance in evaluating and resolving highly sensitive, difficult, and complex operational and administrative problems; identify problem areas and issues, and propose solutions.
- Develop and present recommendations regarding appropriate actions and/or County policy in assigned areas, and oversees implementation of adopted actions and policies.
- Review existing and proposed new services with the various departments and make recommendations regarding allocation of fiscal and personnel resources among individual departments and divisions.
- Perform the full range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects that would promote and enhance the mission, goals, and strategic objectives of the County; oversee or perform the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepare presentation materials and background documentation; monitor project success using appropriate tracking and feedback systems.
- Plan, coordinate, implement, promote, and oversee significant programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversee and participate in the development and implementation of strategies and work plans for the achievement of these goals.
- Ensure that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations; research laws and other regulatory requirements governing governmental operations.
- Coordinate assigned services and program/project activities with those of other County programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and in support of a productive and positive working environment.

- Represent the County regarding the assigned area to public and private groups, organizations, and other County groups; provides information and assistance as appropriate; responds to inquiries on policy and procedure from departments, other governmental agencies, and the public.
- May represent the Executive Office before the Board of Supervisors, other boards and commissions, legislative hearings, professional gatherings, and public meetings.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment
- Computer and related equipment
- Vehicle

MINIMUM QUALIFICATIONS REQUIRED**Education and Experience:**

Equivalent to a bachelor's degree from an accredited four-year college or university in Public Administration, Environmental Health and Safety, Public Safety / Emergency Management, or a related field and three (3) years of administrative, technical or operational experience in a government or disaster response agency, planning and executing emergency preparedness activities, or environmental/hazardous materials duties.

Education Substitution: - Up to two (2) years of the education requirement may be substituted by an additional two (2) years of directly related experience: Associate's degree from an accredited college or university in Public Administration, Environmental Health and Safety, Public Safety / Emergency Management, or a related field and five (5) years of administrative, technical or operational experience in a government or disaster response agency, planning and executing emergency preparedness activities, or environmental/hazardous materials duties.

Experience Substitution: A master's degree from an accredited college or university in Public Administration, Public Safety / Emergency Management, or related field may be substituted for up to one (1) year of the experience requirement.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Federal and state disaster preparedness, response, recovery, and mitigation programs; applicable Federal, State and local laws, rules, regulations, codes and ordinances.
- Principle, practices and standards relating to emergency and hazard preparedness, response, recovery and mitigation concepts.
- Government operations, organization and functions of County departments and agencies and external governmental bodies and agencies related to area of assignment.
- Principles and practices of public administration, including budgetary principles and practices, reporting and maintenance of public records.
- Principles and practices of leadership, motivation, team building and conflict resolution; public sector supervision and personnel management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principle and practices of effective business communication.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- General office procedures, policies and practices, as well as basic knowledge of computers, related equipment and general office equipment.

Skill in:

- Identifying potential hazards and recommend necessary preparedness and response actions to protect public safety, property, and natural and environmental resources.
- Long-range systems planning and needs forecasting.
- Applying principles of management, leadership, motivation, team-building and conflict resolution.
- Advanced interpersonal skills to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and outside agencies.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Analyzing complex problems, evaluating alternatives and making creative recommendations.
- Exercising tact, discretion, and sound independent judgment within established policy guidelines and legal constraints.
- Establishing and maintaining effective working relationships with a variety of citizens, public and private organizations, boards, commissions, and County staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information, operating complex computer programs.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, etc.

Mental and Physical Abilities:

- Provide professional and effective consultation, assistance, and direction.
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies.
- Understand and demonstrate business and political acumen.
- Effectively engage collaborative partners, service providers and service consumers, and the public in general.
- Effectively represent the department, division, and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and in meetings with individuals.
- Formulate policies and plan, coordinate and initiate actions necessary to implement decisions.
- Identify, define and analyze administrative, operational and programmatic problems and develop recommendations.
- Establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups and others contacted in the course of work.
- Provide effective leadership in the development of new or improved procedures, rules, regulations and policies.
- Work under pressure, establish priorities and meet deadlines.
- Deal tactfully, convincingly and effectively with departmental personnel, government officials, representatives of special interest groups and the general public.
- Organize and coordinate the activities of staff, delegate, supervise and follow-up on assigned work.
- Exercise initiative, ingenuity and sound independent judgment when making decisions within general policy guidelines.
- Demonstrate tact, patience, and have an understanding of the problems of citizens and staff. Responding to stressful and sensitive situations in a calm, professional and confidential manner.
- Prepare and present concise and well organized written and oral reports of a technical nature; communicate effectively both verbally and in writing.

- Speak effectively before groups and organizations and have the poise and tact to handle sensitive and confidential matters with public entities and the media
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 25 pounds.
- While performing the essential functions of this job, the incumbent may be required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

Working Conditions:

Office work is performed in a normal office environment with little exposure to dust and dirt. The incumbent's working conditions in the office environment are typically moderately quiet but may be loud at some locations.

Field work is performed with exposure to outdoor temperatures, inclement weather, dirt and dust, hazardous or dangerous situations. The incumbent's working conditions in the field may be loud to very loud at times.

Some work will expose incumbent to adverse physical and/or mental stress.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: DISASTER RECOVERY FIELD SERVICES COORDINATOR

CLASS CODE: TBD

DEPARTMENT: EXECUTIVE OFFICE

REPORTS TO: CHIEF EXECUTIVE OFFICER, or as assigned

FLSA STATUS: E

CIVIL SERVICE: No, At-Will

BARGAINING UNIT: Unrepresented

ADOPTED:

History Notes:



Proposed –
DRAFT

DISASTER RESPONSE UNIT NURSE MANAGER Classification Specification

JOB SUMMARY:

Under direction of the Executive Office and medical supervision of the County Health Officer as needed, provides oversight and administration of medical-related activities of pandemics or disasters, including COVID-19 alternate care sites and vaccine clinics; performs complex professional-level nursing services involving consulting, assessing, and making recommendations. May perform case management, direct medical care, and provide education, guidance and assistance to staff and clients related to pandemic care and vaccine education.

DISTINGUISHING CHARACTERISTICS:

This single-incumbent Registered Nurse (RN) class provides an array of services as part of medical team during pandemics and emergency situations and disasters. Oversees the day-to-day management and oversight of alternate care sites related to COVID-19 Pandemic and other pandemics or disasters, including vaccine and other medical clinics. Assists with other health-related emergencies and/or disasters as needed.

SUPERVISION EXERCISED:

Exercises supervision over support and licensed medical staff; may exercise direct or functional supervision over various staff assigned as disaster services workers.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Provide oversight and day-to-day management of alternate care sites and coordination of vaccine clinics, including ensuring support and medical staffing needs are met; including participating in the hiring, scheduling, training and supervision of staff.
- Provide comprehensive health services related to COVID-19 Pandemic, other pandemics or disasters; perform professional nursing functions including: receiving referrals; creating files; making appointments; evaluating paramedical needs and making nursing assessments; completing required documents, receiving health care provider's orders, and notifying clients; interpreting medical language; clarifying diagnoses; suggesting treatments; making referrals and educating clients on proper preparation for same; creating files; and entering data and maintaining database.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Participate in the operation of disaster-related health clinics (i.e., interviewing and counseling clients, performing diagnostic tests, giving prescribed treatment, assists in the operation of special equipment; cleans and sterilizes medical supplies and equipment, and makes necessary referrals).
- Conduct consultations and case management functions, including evaluating clients; reviewing current files and creating health care provider files; completing various documents; creating, implementing and/or revising treatment plans; consulting with officials of other agencies; and closing cases when goals are achieved.
- Respond to emergency situations, including: receiving calls; assessing referrals for eligibility urgency and risk; developing preliminary plans; communicating with sources of referral, law enforcement officials, other involved agencies, neighbors, family, etc.; documenting case activities; and closing cases when goals are achieved.
- Prepare progress notes, charts, and closing and/or transfer summaries on clients.
- Enter and retrieve information from computer systems, including a variety of daily, monthly, and yearly reports.
- Disseminate a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail, email, or fax.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Blood Pressure Cuff	Stethoscopes
Lancets	Syringes
Computer	General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Associate's degree from an accredited college or university in Nursing; and, at least five (5) years of professional level nursing experience with at least three (3) years in a supervisory or management-level capacity; or, when possessing required license, an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

Valid California Registered Nurse

Current Basic Life Support Completion Card issued by the American Heart Association, or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Concepts, components and operation of a disaster-related medical operations, including continuous quality improvement, public education, communications, emergency/trauma facilities, management of medical emergencies and the assessment of patient needs and care.
- Applicable federal, state and local regulations, requirements, practices and standards relating to nursing care, and disaster and emergency response, and the establishment and provision of emergency medical services and activities.
- Principles and effective practices involved in the planning, coordination, and disaster response and recovery operations.
- Principles and practices of public administration and program management, including planning, budgeting, implementation, evaluation and reporting.
- Nursing theory, principles, and practices; nutrition, preventative medicine and health practices.
- Modern practices and principles of emergency response and emergency care.
- Administration of immunizations and their possible side effects, storage, and inventory requirements.
- Infection control practices and procedures, sterile techniques and the consequences of contaminations on safety and accuracy in the clinic.
- Medical terminology, medical equipment, supplies, and their use.
- Nursing and health maintenance education.
- Community resources related to nursing, emergency response and emergency care.
- Environmental, sociological, and psychological problems encountered when working with families.
- Standards of the Privacy Act of 1974, (U.S.C. §552A) as amended; maintains and enforces all aspects of confidentiality of client information.
- Standards for Culturally and Linguistically Appropriate Services (CLAS) in health and health care.

Skill in:

- Evaluating and coordinating disaster medical needs.
- Identifying and analyzing complex community health issues and problems.
- Integrating activities and services to achieve program goals, objectives, and priorities.
- Developing plans and procedures to accomplish objectives.
- Interpreting and applying complex laws, codes, rules and regulations governing program activities.
- Enforcing regulations in an effective and positive manner.
- Representing the County in meetings, presentations, training sessions and disaster/emergency situations.
- Providing health assessment, counseling and risk assessment; case management.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimal direction.
- Selecting and motivating staff and providing for their training and professional development; planning, organizing, assigning, directing, reviewing and evaluating the work of staff;
- Data collection, assessment, and planning interventions, implementation of plan and evaluation.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Communicating clearly and effectively to diverse audiences, both verbally and in writing.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Utilizing software applications and hardware related to performance of the essential functions of the job.

Mental and Physical Abilities:

- Deal effectively with a variety of governmental and community officials and maintain cooperative working relationships as well as build and maintain interdepartmental cooperation to ensure county-wide cooperation
- Use sound, independent judgment within policy and procedural guidelines, including during emergency response situations
- Establish and maintain cooperative working relationships with the public, staff, other agencies and departments.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise initiative, ingenuity and good judgment in decision-making and in solving problems, including problems of a sensitive or political nature.
- Adapt quickly and appropriately to a variety of situations and personalities.
- Communicate effectively and tactfully with people from diverse backgrounds, and when in stressful situations when dealing with individuals holding differing opinions and viewpoints.
- Make appropriate decisions when faced with time constraints and limited information.
- Remain flexible in adapting to changes in priorities, assignments and other interruptions, which may influence pre-established timelines and courses of action for completing projects and assignments.
- Manage difficult clients and potentially dangerous situations.
- Observe proper safety precautions and procedures.
- Serve as a resource for problems and issues.
- Prepare client documentation, reports and records.
- Read, analyze, and interpret professional periodicals and journals, technical procedures and government regulations.
- Deal effectively with problems involving several concrete variables in standardized situations.
- Specific vision abilities required by this job include: close vision, ability to discriminate between colors, and ability to adjust focus.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 25 pounds.

Working Conditions:

Work is generally performed in a normal office or indoor environment with occasional exposure to outdoor temperatures or noise, dirt, dust, smoke, fumes or poor ventilation. The incumbent's working conditions are quiet to moderately loud.

Work may be performed in care sites or clinics exposing the employee to those who have infectious disease and may have the potential to be violent and verbally abusive; conditions such as fumes, noxious odor, dusts, mists, gases, and poor ventilation. Occasional exposure to emergency situations, trauma, grief or death; exposure to hazardous materials.

Work may be performed under stressful conditions and emergency situations.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule, including abnormally long hours during county-wide emergencies.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: CLASS CODE: TBD

DEPARTMENT: Executive Office – Disaster Recovery Unit

REPORTS TO: Chief Executive Officer, or as assigned, with medical supervision from County Health Officer

FLSA STATUS: E

CIVIL SERVICE: No; At-Will

BARGAINING UNIT: Unrepresented

ADOPTED:

History Notes:



PRINCIPAL ADMINISTRATIVE ANALYST Classification Specification

JOB SUMMARY:

Under general direction, performs varied and professional analytical, financial, and advisory duties in providing highly responsible staff support within the County Executive Office; participates in the development of and monitors County budgets; and develops, presents, and implements plans, programs, and recommendations. Works closely with other County departments and outside agencies.

DISTINGUISHING CHARACTERISTICS:

This advanced professional level class is allocated to the County's Executive Office. Incumbents apply advanced knowledge and abilities in assigned area(s) (e.g., budget/fiscal, operations, grants administration, systems, legislative issues, public information, and/or community outreach and initiatives); provide advisory support to assigned departments; and generally have responsibility as a lead, liaison, and/or program manager for one or more major program or policy area(s) in the County Executive Office. A position in this classification may serve as a generalist, or be assigned to one or more areas. Incumbents are responsible for managing and coordinating the work of assigned area(s). Incumbents work with a considerable degree of independence, exercise considerable judgment and discretion, and are expected to coordinate activities with staff of other departments and outside agencies.

The Principal Administrative Analyst is distinguished from the Senior Administrative Analyst in that the latter is the advanced journey level, and the former functions with a greater degree of independence with responsibilities of broader scope, greater complexity, and higher level impact and implications for the County and its population; and supervisory responsibility. Principal Administrative Analyst is distinguished from Deputy Chief Executive Officer by the latter's greater scope of work, performance of most complex work and assignments having a greater impact on the County as a whole.

SUPERVISION EXERCISED:

Incumbents working in this class exercise supervision over lower level analysts and/or support staff who perform work in the incumbent's assigned area(s).

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Perform administrative and management duties including budget, organizational, staffing, systems, policy, managerial, procedural, legislative analysis, grants and special projects, and/or related areas. Research and analyze data and prepare narrative and statistical reports, recommendations and/or presentations on policy, legislative, managerial, and/or operational issues.
- Provide assistance in evaluating and resolving highly sensitive, difficult, and complex operational and administrative problems; identifies problem areas and issues, and proposes solutions; plans, organizes, coordinates, directs, and/or conducts administrative and/or managerial studies related to the activities or operations in departmental, policy, and/or program areas; determines appropriate analytical techniques and information-gathering processes and ensures acquisition of required information and data; analyzes and evaluates alternatives.
- Develop and present recommendations regarding appropriate actions and/or County policy in assigned areas, and oversees implementation of adopted actions and policies.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Review existing and proposed new services with the various departments and make recommendations regarding allocation of fiscal and personnel resources among individual departments and divisions.
- Perform the full range of duties involved in the identification, planning, development, and implementation of new and/or modified programs/projects that would promote and enhance the mission, goals, and strategic objectives of the County; oversee or perform the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepare presentation materials and background documentation; monitor project success using appropriate tracking and feedback systems.

- Plan, coordinate, implement, promote, and oversee significant programs, projects, and initiatives; oversee and participate in the development and implementation of program/project goals, objectives, policies, procedures, and priorities; oversee and participate in the development and implementation of strategies and work plans for the achievement of these goals.
- Ensure that assigned program/project activities and services comply with relevant federal, state, and local laws, policies, and regulations; research laws and other regulatory requirements governing governmental operations.
- Coordinate assigned services and program/project activities with those of other County programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and in support of a productive and positive working environment.
- Represent the County regarding the assigned area to public and private groups, organizations, and other County groups; provides information and assistance as appropriate; responds to inquiries on policy and procedure from departments, other governmental agencies, and the public.
- Participate in the budget development and monitoring processes for the County as a whole or for the assigned areas of responsibility; coordinate, forecast, research, prepare, and present assigned budgets; review and analyze budget requests and changes considering both departmental and County-wide implications; confer with departmental and County Executive Office staff regarding fiscal status and alternatives.
- May represent the Executive Office before the Board of Supervisors, other boards and commissions, legislative hearings, professional gatherings, and public meetings.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment
- Computer and related equipment
- Vehicle

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree or equivalent from a recognized college or university, in public administration, finance/accounting, or other related field and Bachelor's degree or equivalent from a recognized college or university, in public administration, finance/accounting, or other related field, and five (5) years of high-level analytical experience involving administrative and fiscal/budget activities, with at least two (2) years of advanced level work equivalent to Senior Administrative Analyst, including lead or supervisory experience.

Substitution - Additional years of related experience may be substituted for up to two (2) years of the education: Associate's degree or equivalent from a recognized college or university, in public administration, finance/accounting, or other related field, and five (5) years of high-level analytical experience involving administrative and fiscal/budget activities, with at least two (2) years of advanced level work equivalent to Senior Administrative Analyst, including lead or supervisory experience.

Substitution: A master's or doctoral degree in public administration, finance or a closely related field may be substituted for up to one (1) year of the required experience.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Government operations, organization and functions of County departments and agencies and external governmental bodies and agencies related to area of assignment.
- Applicable Federal, State and local laws, rules, regulations, codes and ordinances.
- Principles and practices of public administration, including budgetary principles and practices, reporting and maintenance of public records.

- Principles and practices of grant administration.
- Administrative and evaluative survey principles and techniques, methods and techniques of research, statistical analysis and report presentation.
- Principles and practices of leadership, motivation, team building and conflict resolution; public sector supervision and personnel management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principle and practices of effective business communication.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- General office procedures, policies and practices, as well as basic knowledge of computers, related equipment and general office equipment.

Skill in:

- Long-range systems planning and needs forecasting.
- Applying principles of management, leadership, motivation, teambuilding and conflict resolution.
- Advanced interpersonal skills to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and outside agencies.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Analyzing complex problems, evaluating alternatives and making creative recommendations.
- Exercising tact, discretion, and sound independent judgment within established policy guidelines and legal constraints.
- Establishing and maintaining effective working relationships with a variety of citizens, public and private organizations, boards, commissions, and County staff.
- Planning, organizing, assigning, directing, reviewing and evaluating staff. Selecting and motivating staff, evaluating and providing for their training and professional development.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information, operating complex computer programs.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, etc.

Mental and Physical Abilities:

- Provide professional and effective consultation, assistance, and direction.
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies.
- Understand and demonstrate business and political acumen.
- Effectively engage collaborative partners, service providers and service consumers, and the public in general.
- Effectively represent the department, division, and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and in meetings with individuals.

- Formulate policies and plan, coordinate and initiate actions necessary to implement decisions.
- Identify, define and analyze administrative, operational and programmatic problems and develop recommendations.
- Establish and maintain effective working relationships with the public, other departments and agencies, boards and commissions, public officials, community groups and others contacted in the course of work.
- Provide effective leadership in the development of new or improved procedures, rules, regulations and policies.
- Work under pressure, establish priorities and meet deadlines.
- Deal tactfully, convincingly and effectively with departmental personnel, government officials, representatives of special interest groups and the general public.
- Organize and coordinate the activities of staff, delegate, supervise and follow-up on assigned work.
- Exercise initiative, ingenuity and sound independent judgment when making decisions within general policy guidelines.
- Demonstrate tact, patience, and have an understanding of the problems of citizens and staff. Responding to stressful and sensitive situations in a calm, professional and confidential manner.
- Prepare and present concise and well organized written and oral reports of a technical nature; communicate effectively both verbally and in writing.
- Speak effectively before groups and organizations and have the poise and tact to handle sensitive and confidential matters with public entities and the media
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 15 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule

Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

CLASS CODE: TBD

DEPARTMENT: EXECUTIVE OFFICE

REPORTS TO: DEPUTY CHIEF EXECUTIVE OFFICER, or as assigned

FLSA STATUS: E

CIVIL SERVICE: No, At-Will

BARGAINING UNIT: Unrepresented

ADOPTED:

History Notes: