

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: STAFF SERVICES ADMINISTRATOR
DEPARTMENT: VARIES
REPORTS TO: VARIES
CIVIL SERVICE: YES
SEIU

CLASS CODE: S555
FLSA STATUS: N
DATE: 5/08
BARGAINING UNIT:

JOB SUMMARY:

Under general direction, plans, directs, evaluates, participates in and supervises the work of administrative and technical support staff and/or performs the more complex administrative and technical work within the assigned discipline (General/Administrative, Staff Development, Personnel, or Fiscal). Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to this classification are either the highest working-level classification that is responsible for the unusually difficult and complex assignments or are providing supervision over subordinate staff as assigned. Incumbents who supervise also have responsibilities such as payroll, staff development, fiscal, or general administrative duties. Positions allocated to this class based upon complexity of assignment perform analyst work at the highest level requiring the ability to work with a high degree of independence on problems, issues, and subjects that have a wide-ranging organizational impact.

The Staff Services Administrator is distinguished from the Senior Staff Services Analyst by the level of assignment complexity and difficulty and supervisory duties. This class differs from Staff Services Manager in that the latter performs second-level managerial duties.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over subordinate staff as assigned.

EXAMPLE OF DUTIES: *(Duties may include, but are not limited to the following)*

- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring and training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Participate in or perform the more difficult and complex work of a unit of professional, technical, and clerical staff support engaged in the review and analysis of departmental operations, policies, and procedures; supervise and participate in the preparation and monitoring of contracts executed by the department; and supervise and participate in the preparation of major departmental reports such as the comprehensive annual plan and departmental data processing plans.
- Gather and study data regarding department operations; review and analyze organizational studies, policies, and procedures, budgetary requirements, personnel management practices, and other aspects of agency operations; prepare reports, and make recommendations on departmental policies, procedures, and operations.
- Review and analyze legislation, state mandated regulations and procedures and relevant court decisions to determine impact on departmental operations; make recommendations for necessary actions.
- Represent the department in meetings with personnel from other agencies.
- Compile and analyze data and make recommendations on the formulation of policy and procedures, and staffing and organizational changes.
- Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Participate in the installation of new and revised programs, systems, procedures, and methods of operation.
- Coordinate complex and difficult activities and work related to assigned discipline.
- Compile materials and assist in the preparation of budgets, reports, manuals, and publications.
- Assist in the design and implementation of systems and forms for use in operations.
- Respond to complaints and requests for information.
- Assist in the coordination of departmental activities between divisions, with the County, and with outside agencies.
- Represent the department as assigned in committee meetings.
- Work with departments and employees on human resources problems, staffing/ organizational needs, and the interpretation of human resources policies and procedures.
- Participate in special projects as assigned.

- Develop curriculum and conduct training sessions and workshops.
- Perform related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year of experience as a Senior Program Specialist, Senior Staff Services Analyst or Senior Department Analyst or two years of experience as a Program Specialist II, Staff Services Specialist or Analyst II or Department Analyst II; OR depending upon the position recruited for, three years of professional administrative experience in one of the specified disciplines (General/Administrative, Personnel, Staff Development, or Fiscal), AND, a bachelor's degree from an accredited college or university (an additional two years of qualifying experience may substitute for the required education).

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General principles of public administration; principles and practices of assigned areas of specialization including personnel administration, accounting, budgeting, staff development, data processing, or program analysis.
- Principles and practices of effective supervision.
- Governmental functions and organization.
- Principles and practices of the assigned discipline (General/Administrative, Personnel, Staff Development, or Fiscal)
- Principles and practices of organization and public administration.
- Research techniques, methods, and procedures.
- Methods of reporting information.

Skill in, Mental and Physical Ability to:

- Plan, organize, direct, and review the work assigned to staff in the unit.
- Select, train, supervise, evaluate, and discipline subordinate staff.
- Collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters.
- Provide verbal and written technical direction to others.
- Communicate effectively in writing in order to prepare a variety of reports, correspondence, and memoranda,
- Properly interpret and make decisions in accordance with appropriate laws, rules, and policies.
- Communicate clearly and concisely.
- Review organizational and administrative problems, and recommend and implement an effective course of action.
- Identify problems and central issues.
- Establish effective working relationships.
- Work independently.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 10 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.

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.