

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
06/23/15	

To: Board of Supervisors

Date: June 16, 2015

Ord.

From: Jim McHargue, REHS Phone Ext. 546

(Department Head - please type)

Department Head Signature

Agenda Title: Adoption of Amador County Storm Water Ordinance

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Proposed ordinance adding Chapter 7.23 to the Amador County Code establishing comprehensive regulations intended to prevent or reduce pollutants in storm water and non-storm water discharges into the County's storm drainage system. The proposed ordinance specifically prohibits illicit discharges to the County's storm drainage system, provides for the establishment of best management practices to prevent and reduce pollutants from entering the County's storm drainage system, and establishes enforcement mechanisms and penalties for violations.

Recommendation/Requested Action:
Adot Ordinance

Fiscal Impacts (attach budget transfer form if appropriate) _____ Staffing Impacts _____

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A
 Resolution Attached: Yes No N/A
 Ordinance Attached: Yes No N/A

Committee Review? N/A
 Name _____
 Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel GG

Auditor JAR GSA Director HP

CAO CB Risk Management ma

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Public Works

FOR CLERK USE ONLY

Meeting Date June 23, 2015 Time 9 a.m. Item # 5A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

Completed by _____

A new ATF is required from _____ Department For meeting of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____ Clerk or Deputy Board Clerk

ORDINANCE NO. _____

BOARD OF SUPERVISORS, COUNTY OF AMADOR, STATE OF CALIFORNIA

AN ORDINANCE ADDING A NEW CHAPTER 7.23 TO THE AMADOR COUNTY CODE
RELATING TO STORM WATER

The Board of Supervisors of the County of Amador ordains as follows:

SECTION 1. The Board of Supervisors of the County of Amador finds that under State Water Quality Control Board's Water Quality Order No. 2013-0001-DWQ relating to Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s), the County is required to establish adequate legal authority to implement the requirements of that Order.

SECTION 2. A new Chapter 7.23 is hereby added to the Amador County Code as follows:

“Chapter 7.23

STORM WATER

Sections:

- 7.23.010 Purpose.
- 7.273020 Regulatory consistency.
- 7.23.030 Acronyms, abbreviations and definitions.
- 7.23.040 Applicability.
- 7.23.050 Responsibility for administration.
- 7.23.060 Ultimate responsibility of discharger.
- 7.23.070 Prohibition of illicit discharges.
- 7.23.080 Prohibition of illicit connections.
- 7.23.090 Requirement to eliminate or secure approval for illicit connections.
- 7.23.100 Waste disposal prohibitions.
- 7.23.110 Excess irrigation runoff prohibition.
- 7.23.120 Requirements for reducing pollutants in storm water.
- 7.23.130 Adoption of best management practices.
- 7.23.140 Requirement to monitor and analyze.
- 7.23.150 Inspection and monitoring.
- 7.23.160 Implementation.
- 7.23.170 Notification of spills.
- 7.23.180 Requirement to remediate.
- 7.23.190 Enforcement – violations.
- 7.23.200 Appeal.
- 7.23.210 Severability clause.

7.23.010 Purpose.

The purpose and intent of this Chapter is to meet the requirements of the California State Water Resources Control Board Order No. 2013-0001DWQ and any subsequent amendments thereto; and protect and promote the health, safety, and general welfare of citizens, and protect and enhance the water quality of watercourses, water bodies, and wetlands in a manner pursuant to and consistent with the Federal Clean Water Act (33 U.S.C. §1251 et seq.), and the Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.) by reducing pollutants in storm water discharges to the maximum extent practicable and by prohibiting non-storm discharges to the storm drainage system.

7.23.020 Regulatory consistency.

This Ordinance shall be construed to ensure consistency with the requirements of the Clean Water Act, State Porter-Cologne Act, State NPDES permits, and statutes and regulations that amend or supplement those Acts or permits.

7.23.030 Acronyms, abbreviations and definitions.

(a) **AUTHORIZED NON-STORM WATER DISCHARGES:** Categories of discharges that are not composed entirely of storm water but are not found to pose a threat to water quality as defined in the Storm Water Management Program.

(b) **BEST MANAGEMENT PRACTICES (BMPS):** Schedules of activities, prohibition of practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce to the maximum extent practicable the direct and indirect discharge of pollutants to the County storm drainage system and to waters of the U.S. BMPs shall also be defined to include, but not limited to structural controls, source controls, treatment controls, training requirements, operating and maintenance procedures, practices to control plant site runoff, erosion and sediment control reduction practices, spillage or leaks, sludge or waste disposal or drainage from raw materials storage.

(c) **BENEFICIAL USES:** Existing or potential uses of receiving waters as defined in the State of California Water Quality Control Plan.

(d) **CLEAN WATER ACT (CWA):** The Federal Water Pollution Control Act (33 U. S. C. 125 et seq.) and any subsequent amendments thereto.

(e) **CORRECTIVE ACTION PLAN:** A required plan of action, which may include BMPs, to address non-storm water discharges and pollutants of concern to the maximum extent practicable (MEP).

(f) **COUNTY:** The County of Amador, unincorporated areas.

(h) COUNTY STORM DRAINAGE SYSTEM: Those public facilities which are owned, operated, maintained or controlled by the County by which storm water may be collected and/or conveyed to waters of the U.S., including, but not limited to, any County roads, catch basins, water quality basins, detention basins, constructed wetlands, drainage channels, curbs, gutters, ditches, sumps, pumping stations, storm drain inlets, storm drains and other drainage structures which are not part of publically owned treatment works.

(i) CONSTRUCTION ACTIVITY: Any project that involves soil disturbing activities with the potential to discharge pollutants to the County storm drainage system, including but not limited to, clearing, grading, paving and disturbances to ground such as stockpiling, and excavation.

(j) DISCHARGE: Any addition or introduction of any pollutant, storm water, or any other substance whatsoever into the County storm water drainage system or waters of the U.S.

(k) DISCHARGER: Any person who discharges or causes to discharge, either directly or indirectly, storm water or any other material into the County storm drainage system or waters of the U.S.

(l) ILLEGAL DISCHARGE: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7.23.070 of this Ordinance.

(m) ILLICIT CONNECTION means one of the following:

1. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drainage system, including but not limited to, any conveyances which allow any non-storm water, and waste water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by a government agency; or
2. Any drain or conveyance connected from a commercial or industrial land use to the storm drainage system which has not been documented in plans, maps, or equivalent records and approved by County.

(n) INFILTRATION: The process of water entry into a soil from rainfall, snowmelt, or irrigation.

(o) MAXIMUM EXTENT PRACTICABLE (MEP): Refers to the technology based standard established by Congress in the Clean Water Act U. S. C. §1342 (p) (3) (B) (iii) that municipal discharges of storm water must meet. To achieve the maximum extent practicable standard, jurisdictions must employ whatever Best Management Practices (BMPs) are technically feasible (i.e., are likely to be effective) and are not cost prohibitive. The major emphasis is on technical feasibility. MEP emphasizes pollutant reduction and source control BMPs to prevent pollutants from entering storm water runoff. MEP may require treatment of the storm water runoff if it

contains pollutants. The MEP standard is an ever-evolving, flexible, and advancing concept, which considers technical and economic feasibility.

(p) NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES): A national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318 and 405 of the CWA.

(q) NON-STORM WATER DISCHARGE: Any discharge to the County storm drainage system or to waters of the U. S. that is not composed entirely of storm water.

(r) POLLUTANT: Means dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural waste discharged into water. (Federal Clean Water Act)

(s) POLLUTION: Human made or human induced alteration of the quality of waters by waste or pollutants to a degree which unreasonably affects, or has potential to unreasonably affect, waters for beneficial uses.

(t) PORTER-COLOGNE ACT: The Porter-Cologne Water Quality Control Act and as amended (California Water Code Sec 13000 et seq.). A California state law that establishes enforceable water quality standards.

(u) RWQCB: The California Regional Water Quality Control Board, Central Valley Region.

(w) STATE CONSTRUCTION GENERAL PERMIT: The State Water Resources Control Board's Order No. 2013-0001-DWQ, National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004, Waste Discharge Requirements (WDRS) for Discharges of Storm Water Runoff Associated with Construction Activity, and any successor documents.

(x) STORM WATER: Surface runoff and drainage resulting from storm events and snowmelt.

(y) WATER QUALITY CONTROL PLAN: A basic plan required by the California Water Code (Section 13240) that consists of a designation or establishment of beneficial uses to be protected in waters within a specific area (i.e., basin), water quality objectives to protect those uses, and a program of implementation needed for achieving the objectives.

(z) WATERS OF THE UNITED STATES: 40 CFR 122.2 defines "Waters of the United States" as:

1. All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
2. All interstate waters, including interstate "wetlands;"

3. All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, “wetlands,” sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
 - a. Which are or could be used by interstate or foreign travelers for recreational or other purposes;
 - b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
 - c. Which are used or could be used for industrial purposes by industries in interstate commerce;
4. All impoundments of waters otherwise defined as waters of the United States under this definition;
5. Tributaries of waters identified in paragraphs (a) through (d) of this definition;
6. The territorial sea; and
7. Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs (a) through (f) of this definition. Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of CWA are not waters of the United States.

(aa) **UNREASONABLE AFFECT ON WATER QUALITY:** To create a nuisance as defined in the Porter-Cologne Act. Nuisance means anything which meets all of the following requirements:

1. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
2. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
3. Occurs during, or as the result of, the treatment or disposal of wastes.

7.23.040 Applicability.

A. This chapter shall apply to all water entering the County storm drainage system or water of the U.S., generated on any developed and undeveloped lands lying within the unincorporated boundary areas of Amador County as identified in the Phase II (small) Municipal Separate Storm Sewer System (MS4). The maps of the unincorporated boundary areas of Amador County are available and on file in the Department of Public Works.

B. Notwithstanding the provisions of this ordinance, any person subject to an Industrial or Construction activity NPDES storm water discharge permit, anywhere in the County, shall comply with all provisions of that permit. Proof of compliance with the permit shall be required in a form acceptable to the County as a condition of a subdivision map, site plan, building permit, encroachment permit, or development or improvement plan; upon inspection of the facility; during any enforcement proceeding or action; or for any other reasonable cause.

D. This Ordinance shall not apply to non-urban Timber or Agricultural operations. Excepting therefrom illicit discharges from a timber or agricultural operation that enters the County's storm drainage system shall be subject to this Chapter.

7.23.050 Responsibility for administration.

The Director of Public Works of the County or his/her designee shall administer, implement, and enforce the provisions of the Ordinance. Any powers granted or duties imposed upon the County may be delegated to persons or entities acting in the beneficial interest of or in the employ of the County.

7.23.060 Ultimate responsibility of discharger.

The requirements of this Section are minimum standards; therefore this Section does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants into waters of the United States caused by that person. This Section shall not create liability on the part of Amador County, or any agent or employee of the County, for any damages that result from any discharger's reliance on this Chapter or any administrative decision in compliance with this Chapter.

7.23.070 Prohibition of illicit discharges.

A. No person shall discharge or cause to be discharged into the storm drain system any materials, including, but not limited to, pollutants, in volumes or quantities which may unreasonably affect water quality, or waters containing any pollutants, in volumes or quantities which may unreasonably affect water quality, that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illicit discharge into the storm drain system is prohibited except as described as follows:

1. Discharges from the following activities will not be considered a source of pollutants to the storm drain system when properly managed to ensure that no potential pollutants are present, and therefore they shall not be considered illicit discharges unless determined to cause a violation of the provisions of the Porter-Cologne Act, Clean Water Act or this chapter:
 - a. Water line flushing;
 - b. Individual residential car washing;
 - c. Diverted stream flows;
 - d. Rising groundwater;
 - e. Uncontaminated groundwater infiltration to the storm drain system;
 - f. Uncontaminated pumped groundwater;
 - g. Discharges from potable water sources;

- h. Foundation drains;
 - i. Air conditioning condensation;
 - j. Springs;
 - k. Water from crawl space pumps;
 - l. Footing drains;
 - m. Flows from riparian habitats and wetlands;
 - n. Dechlorinated swimming pool discharges;
 - o. Incidental runoff from landscaped areas;
 - p. Discharges or flows from fire fighting
2. With prior written concurrence of the Regional Water Quality Control Board, the County of Amador may exempt in writing other non-storm water discharges which are not a source of pollutants to the storm drainage system.

7.23.080 Prohibition of illicit connections.

- A. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- B. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

7.23.090 Requirements to eliminate or secure approval for illicit connections.

- A. The County may require by written notice that a person responsible for an illicit connection to the storm drain system comply with the requirements of the Chapter to eliminate or secure approval for the connection by a specified date, regardless of whether or not the connection or discharges to it had been established or approved prior to the effective date of this Chapter.
- B. If, subsequent to eliminating a connection found to be in violation of the Chapter, the responsible person can demonstrate that an illegal discharge will no longer occur, said person may request County approval to reconnect. The reconnection or reinstallation of the connection shall be at the responsible person's expense.

7.23.100 Waste disposal prohibitions.

No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the storm drain system, or water of the U.S., any refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that the same may cause or contribute to pollution, in volumes or quantities which may unreasonably

affect water quality. Wastes deposited in streets in proper waste receptacles for the purpose of collection are exempted from this prohibition.

7.23.110 Excess irrigation runoff prohibition.

Non-stormwater runoff discharge that is not incidental is prohibited. No person shall allow irrigation runoff in excess of incidental runoff to occur. Any person responsible for controlling runoff in excess of incidental runoff shall:

1. Detect leaks (for example, from broken sprinkler heads) and correct leaks within 72 hours of learning of the leak;
2. Properly design and aim sprinkler heads;
3. Not irrigate during precipitation events; and
4. Manage ponds containing recycled water such that no discharge occurs unless the discharge is a result of a 25-year, 24-hour storm event or greater, and the appropriate Regional Water Board is notified by email no later than 24 hours after the discharge. The notification is to include identifying information, including the Permittee's name and permit identification number.

7.23.120 Requirements for reducing pollutants in storm water.

A. **RESPONSIBILITY TO IMPLEMENT BEST MANAGEMENT PRACTICES.** Any person engaged in activities or operations, or owning facilities or property anywhere in the County which will or may result in pollutants, in volumes or quantities which may unreasonably affect water quality, entering storm drainage systems, or waters of the U.S., shall implement BMPs to the maximum extent practicable to prevent and reduce the pollutants.

1. The owner or operator of a commercial or industrial establishment shall provide reasonable protection from accidental discharge of prohibited materials or other wastes, in volumes or quantities which may unreasonably affect water quality, into the storm drainage system or waters of the U.S.
2. Facilities to prevent accidental discharge of prohibited materials or other wastes shall be provided and maintained at the owner or operator's expense.

B. Any person performing construction and grading work anywhere in the County shall implement appropriate Best Management Practices to prevent the discharge of construction waste, debris or contaminants, in volumes or quantities which may unreasonably affect water quality, from construction materials, tools and equipment from entering the storm drainage system.

7.23.130 Adoption of best management practices.

A. **AUTHORIZATION TO ADOPT AND IMPOSE BEST MANAGEMENT PRACTICES.** The County may adopt requirements identifying Best Management Practices (BMPs) for any

activity, operation, or facility that may cause or contribute to pollution, in volumes or quantities which may unreasonably affect water quality, or contamination of stormwater, the storm drainage system or waters of the U.S. Where BMP requirements are promulgated by the County, any Federal, State, or regional agency for any activity, operation, or facility that would otherwise cause the discharge of pollutants, in volumes or quantities which may unreasonably affect water quality, to the storm drain system or water of the United States, every person undertaking the activity or operation, or owning or operating the facility shall comply with these requirements.

B. **NEW DEVELOPMENT AND REDEVELOPMENT.** The County may adopt requirements identifying appropriate BMPs to control the volume, rate, and potential pollutant load of storm water runoff from new developments and redevelopment projects as may be appropriate to minimize the generation, transport and discharge of pollutants, in volumes or quantities which may unreasonably affect water quality, and as required by the County's NPDES MS4 General Permit. The County may incorporate these requirements into land use entitlements and construction or building-related permits to be issued for the new development or redevelopment.

7.23.140 Requirement to monitor and analyze.

The County may require by written notice that any person engaged in any activity and/or owning or operating any facility that may cause or contribute to stormwater pollution, in volumes or quantities which may unreasonably affect water quality, illegal discharges, and/or non-stormwater discharges to the storm drainage system or watercourses, to undertake at that person's expense any monitoring and analyses and furnish reports to the County as deemed necessary to determine compliance with this Section.

7.23.150 Inspection and monitoring.

A. Whenever necessary to enforce any of the provisions of this code, or whenever the Director has reasonable cause to believe exists in or upon any premises any such violation concerning storm water, the Director may enter such premises at all reasonable times to inspect the same or to perform any duty imposed upon the Director by this Code; provided that if such premises be occupied, he or she shall first identify himself or herself as an Amador County Official and request entry; and if such premises be unoccupied, he or she shall first make a reasonable effort to locate the property owner and request entry. If such entry is refused, the Director shall have the recourse to every remedy provided by law to secure entry. County Officials shall not enter property which is posted to prohibit entry and shall not enter property which is protected by a closed gate except where the Official has obtained an inspection warrant or where there is an immediate threat to public health or safety.

B. During any inspection in compliance with this Section, the County may take any samples and perform any testing deemed necessary to aid in the pursuit of the inquiry or to record site activities.

7.23.160 Implementation.

The intent of this Ordinance is not to punish and fine citizens of Amador County, but to educate them in ways to prevent and reduce pollution from entering the County storm drainage system and waters of the U.S. As such, education shall be the primary means to implement the provisions of the Ordinance. Where violations are discovered, initial contact with property owners and/or business operator shall be to gain compliance through education and a corrective action plan. If compliance is not gained through initial education and a corrective action plan, if necessary, further enforcement actions shall be pursued in accordance with Chapter 2.06.100 “Administrative Abatement of Violation” of the Amador County Code.

7.23.170 Notification of spills.

A. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials that are resulting or may result in illegal discharges or pollutants, in volumes or quantities which may unreasonably affect water quality, discharging into stormwater, the storm drainage system, or watercourses from said facility, the person shall take all necessary steps to ensure the discovery, containment, and cleanup of the release.

(1) In the event of a release of a hazardous material the person shall immediately notify emergency response officials of the occurrence via emergency dispatch services (911).

(2) In the event of a release of non-hazardous materials, the person shall notify the County Department of Public Works in person or by phone or facsimile no later than 5:00 p.m. of the next business day.

7.23.180 Requirement to remediate.

Whenever the County finds that a discharge of pollutants is taking place or has occurred which will result in or has resulted in pollution, in volumes or quantities which may unreasonably affect water quality, of stormwater, the storm drainage system, or waters of the U.S., the County may require by written notice to the owner of the property and/or the responsible person that the pollution be remediated and the affected property restored within a specified time as determined by a corrective action plan or in compliance with the Enforcement Section of this Ordinance.

7.23.190 Enforcement - violations.

A. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the Ordinance. Failure to comply with this Ordinance, including the failure to implement a corrective action plan may be an infraction and may be punishable by fines as specified in Government Code Section 25132 or any successor statute.

B. Any condition caused or permitted to exist in violation of any of the provisions of the Chapter is a threat to public health, safety, and welfare and shall constitute a public nuisance and a misdemeanor and shall be subject to enforcement in accordance with Chapter 2.06.100 “Administrative Abatement of Violation” of the Amador County Code.

C. Any person who violates any provision of this Ordinance or any provision of any requirement issued in compliance with this Ordinance may also be in violation of the Clean Water Act and/or the Porter-Cologne Act and may be subject to the sanctions of those acts including civil and criminal penalties. Any enforcement action authorized under this Section shall also include written notice to the violator of the potential liability.

7.23.200 Appeal.

Any person receiving a Notice of Violation under Section 7.23.190 above may appeal the determination by the Director to the Board of Supervisors. The notice of appeal must be received by the Clerk of the Board within 10 days of the Notice of Violation. Hearing on the appeal before the Board of Supervisors shall take place within 45 days from the date of the County’s receipt of the notice of appeal. All decisions by the Board of Supervisors shall be final.

7.23.210 Severability clause.

The provisions of the Ordinance are separate and severable. If any provision of the ordinance codified in the Chapter is for any reason held by a court to be unconstitutional or invalid, the Board declares that it would have passed the ordinance codified in the Chapter irrespective of the invalidity of the provision held to unconstitutional or invalid. Such unconstitutionality or invalidity shall therefore not affect the remaining provisions of this Chapter, or the validity of its application to other persons or circumstances.

SECTION 3. This ordinance, or a summary thereof, shall be published within fifteen days after the date hereof in a newspaper of general circulation printed and published in the County of Amador, State of California, and shall become effective thirty days after the date hereof.

The foregoing ordinance was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the day of 2015, by the following vote:

AYES: John Plasse, Richard M. Forster, Lynn Morgan,
 Louis D. Boitano, and Brian Oneto

NOES: None

ABSENT: None

Chairman, Board of Supervisors

ATTEST:
JENNIFER BURNS, Clerk of the
Board of Supervisors, Amador County,
California

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Misc. appts/Resign.

Date: 06/12/2015

From: Brian Oneto, Chairman
(Department Head - please type)

Phone Ext. 470

<input type="radio"/>	Regular Agenda
<input checked="" type="radio"/>	Consent Agenda
<input type="radio"/>	Blue Slip
<input type="radio"/>	Closed Session
Meeting Date Requested:	
<u>06/23/2015</u>	

Department Head Signature _____

Agenda Title: Area 12 Agency on Aging

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Approval of the re-appointment of Ms. Thelma Clancy to the subject Council for a three year term, which will expire on June 22, 2018.

Recommendation/Requested Action:

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes No

Contract Attached: Yes No N/A

Resolution Attached: Yes No N/A

Ordinance Attached: Yes No N/A

Committee Review?

N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____

Counsel GG

Auditor JOR

GSA Director HP

CAO [Signature]

Risk Management [Signature]

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Confirmation Letter to Ms. Clancy, cc: Kristin Millhoff, Executive Director @ Area 12

FOR CLERK USE ONLY

Meeting Date June 23, 2015

Time 9 a.m.

Item # 6A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Save

Print Form

AGENDA TRANSMITTAL FORM

Misc. Appts/Resign

To: Board of Supervisors

Date: 06/16/2015

From: Richard M. Forster, Supervisor, District 2
(Department Head - please type)

Phone Ext. 470

<input type="radio"/>	Regular Agenda
<input checked="" type="radio"/>	Consent Agenda
<input type="radio"/>	Blue Slip
<input type="radio"/>	Closed Session
Meeting Date Requested:	
<u>06/23/2015</u>	

Department Head Signature _____

Agenda Title: Jackson Valley Fire Protection District Board of Directors

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Approval of the appointment of Mr. Stephen Brown to the subject Board

Recommendation/Requested Action:
Approval

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes

No

Committee Review?

N/A

Name _____

Committee Recommendation: _____

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached:

Yes

No

N/A

Comments: _____

Request Reviewed by:

Chairman _____

Counsel GG

Auditor JOF

GSA Director HP

CAO CB

Risk Management MS

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Hugh "Jake" Herfel-JVFPD; Mr. Stephen Brown

FOR CLERK USE ONLY

Meeting Date

June 23, 2015

Time

9 a.m.

Item #

6B

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____

Clerk or Deputy Board Clerk

Save

Print Form



Jackson Valley Fire Protection District

June 10, 2015

Amador County Board of Supervisors
810 Court Street
Jackson CA 95642

RE: New Board Member Recommendation

The Jackson Valley Fire Protection District Board of Directors would like to recommend Stephen Brown as a candidate for our Board of Directors Position. Mr. Brown was presented to the JVFPD Board at our June 10, 2015 meeting and by 3-0 vote Mr. Brown was approved.

The Board respectfully requests that you expedite this process as soon as possible. Thank you for your consideration of Stephen Brown.

Sincerely,

Hugh "Jake" Herfel
Chairman

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
06/23/15	

To: Board of Supervisors

Date: June 4, 2015 *Misc.*

From: James Foley, Director Phone Ext. 625
(Department Head - please type)

Department Head Signature *James Foley*

Agenda Title: Request to hire for (1) position in Social Services

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Request to backfill (1) Eligibility Worker I/II position due to employee resignation.

This is a Merit Systems position and must be hired through the Merit Systems process.

Recommendation/Requested Action:
Authorize the requested action

Fiscal Impacts (attach budget transfer form if appropriate) <u>Budgeted</u>	Staffing Impacts _____
Is a 4/5ths vote required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Contract Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Committee Review? Name _____ N/A <input checked="" type="checkbox"/>	Resolution Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Committee Recommendation: _____	Ordinance Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
	Comments: _____

Request Reviewed by:

Chairman _____ Counsel *GS*

Auditor *JOR* GSA Director *HOP*

CAO *AK* Risk Management *DMT*

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Copy of approved ATF to Chris @ Social Services, HR and Auditor

FOR CLERK USE ONLY

Meeting Date June 23, 2015 Time 9 a.m. Item # 7A

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____	A new ATF is required from _____	I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors. ATTEST: _____ Clerk or Deputy Board Clerk
Completed by _____	Department _____ For meeting _____ of _____	

ELIGIBILITY WORKER I

DEFINITION

Under supervision, to assist with and perform limited eligibility determinations for public assistance; to learn the procedures and regulations necessary for caseload administration; to learn techniques and methods of interactive interviewing and fact gathering; to learn to identify clients need for health, social and/or employment services; to refer clients to other staff or community resources; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/trainee level in the Eligibility Worker class series. Incumbents in this class normally work under close supervision in a trainee capacity. They perform the more routine responsibilities according to well established procedures and methodologies. Incumbents in this class are expected to develop skills and gain knowledge of the Department's organization, public assistance programs, and case management techniques. When requisite skills and knowledge have been developed, they are expected to advance to the journey level Eligibility Worker II level.

REPORTS TO

Eligibility Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Learns a variety of public assistance and case processing and management techniques; schedules and makes regular contacts with clients; interviews applicants and recipients in person (on- or off-site) and by telephone to gather information needed for participation in one or more public assistance grants; explains regulations, rules, court orders, and policies regarding public assistance programs; assists people with clarification and completion of prescribed application and declaration forms used to make eligibility determinations; learns and explains client rights and responsibilities associated with public assistance programs; learns to investigate, clarify and correct discrepancies; verifies and insures accuracy of data; learns to develop required information concerning income, resources, and financial obligations; learns to review applications and declarations for completeness and accuracy; learns to review eligibility factors and authorize releases; learns to hold and re-issue payments, immediate need warrants, food stamps and emergency medical services cards; provides assistance and direction in obtaining further information to resolve discrepancies and problems with initial applications and declarations; learns to apply established guidelines and procedures in making eligibility determinations; interviews people and reviews case records to gather preliminary information and identify need for referral

ELIGIBILITY WORKER I - 2

to employment and social services; records information for case records; interprets and applies program regulations and other pertinent material to specific cases; may prepare and maintain a variety of records and documents associated with the eligibility process; learns to compute authorized grant levels; provides basic case services; prepares correspondence and reports.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General goals and objectives of a public social service programs.
- Modern office practices, methods, and procedures.
- Basic record keeping practices and procedures.
- Business mathematics.

Ability to:

- Learn the policies, procedures, and programs of the Amador County Social Services Department.
- Learn the laws, rules, and regulations necessary for receiving public assistance and case management techniques for all programs.
- Learn the principles of income maintenance and public social services.
- Learn the Department, public, and community resources available to clients.
- Learn the sources of information available to verify and obtain financial and social information.
- Learn in-depth and analytical interviewing and fact finding techniques.
- Read, understand, interpret and apply complicated and detailed correspondence and reports, regulations, and policy directives.
- Identify problems requiring referral to other Department staff.
- Make a variety of mathematical computations accurately and rapidly.
- Prepare, clear, concise and accurate records and reports.
- Work with timelines and interruptions.
- Understand and accept the differences in human behavior resulting from diverse socio-economics and cultural backgrounds and/or various forms of deprivation.
- Maintain confidentiality of the case records.
- Tactfully and effectively represent the Department in public contacts.
- Establish and maintain cooperative working relationships.

ELIGIBILITY WORKER I - 3

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

Two (2) years of experience performing clerical duties in a social services agency

OR

One (1) year of experience with responsibility for one or more of the following: determining eligibility for loans, financial assistance, unemployment, veterans benefits, or publicly or privately financed health counseling and/or social service programs.

OR

Equivalent to the completion of 60 semester units or 90 quarter units from an accredited college or university.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

ELIGIBILITY WORKER II

DEFINITION

Under general supervision, to perform journey level work in determining initial and continuing eligibility for one or more public assistance programs in accordance with established procedures; to conduct in-depth and analytical interactive interviewing and fact finding; to authorize benefits for public assistance programs; to identify and refer clients in need of health, social and/or employment services to other staff members or community resources; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Eligibility Worker class series. Incumbents are expected to perform work assignments with substantial independence and initiative. They should be capable of carrying out a variety of difficult eligibility determination cases. Some positions may function as a quality control workers in reviewing and auditing cases for accuracy and compliance with appropriate regulations and procedures.

REPORTS TO

Eligibility Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Schedules and makes regular contacts with clients; interviews applicants and recipients in person (on- or off-site) and by telephone to gather information needed for participation in one or more public assistance grants; explains regulations, rules, court orders, policies and public assistance programs; assists people with clarification and completion of prescribed application and declaration forms used to make eligibility determinations; explains client rights and responsibilities associated with public assistance programs; investigates, clarifies and corrects discrepancies; verifies and insures accuracy of data; develops required information concerning income, resources, and financial obligations; reviews applications and declarations for completeness and accuracy; reviews eligibility factors, authorizes releases, and holds and re-issues payments, immediate need warrants, food stamps and emergency medical services cards; provides assistance and direction in obtaining further information to resolve discrepancies and problems with initial applications and declarations; applies established guidelines and procedures in making eligibility determinations; interviews people and reviews case records to gather preliminary information for the identification of potential referrals to employment and social services; records information for case records; interprets and applies program regulations and other pertinent

ELIGIBILITY WORKER II - 3

- Understand and accept the differences in human behavior resulting from diverse socio-economics and cultural backgrounds and/or various forms of deprivation.
- Maintain confidentiality of the case records.
- Tactfully and effectively represent the Department in public contacts.
- Establish and maintain cooperative working relationships.

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

Six months of work experience performing duties similar to those of an Eligibility Worker I or Employment and Training Worker I.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: June 10, 2015

Misc.

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

06/23/15

From: James Foley, Director Phone Ext. 625
(Department Head - please type)

Department Head Signature *[Signature]*

Agenda Title: Request to hire for (1) position in Social Services

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Request to backfill (1) Eligibility Worker III due to employee accepting another position within the department.

This is a Merit Systems position and must be hired through the Merit Systems process.

Recommendation/Requested Action:

Authorize the requested action

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Budgeted

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A

Resolution Attached: Yes No N/A

Ordinance Attached: Yes No N/A

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____ Counsel *GO*

Auditor *JOR* GSA Director *HOP*

CAO *[Signature]* Risk Management *[Signature]*

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Copy of approved ATF to Chris @ Social Services, HR and Auditor

FOR CLERK USE ONLY

Meeting Date June 23, 2015 Time 9 a.m. Item # 7B

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

Job Description

Detailed information on the job that you specified is provided below. If the 'Interest' link is active, you may submit an interest card for this position if desired.

Job Class Title

Eligibility Worker III

Under limited supervision, the Eligibility Worker III performs the most complex work and specialized assignments requiring an advanced level of technical knowledge in public assistance programs, departmental processes, and caseload administration. Incumbents may be responsible to perform help desk functions, specialized casework functions, provide lead direction, and/or training to a unit of workers determining eligibility of applicants and recipients for public assistance programs; perform interactive interviewing and fact gathering; identify needs and make appropriate referrals for health, social and/or employment services; and perform related work as required. Other assignments may include quality control and/or quality assurance reviews, early fraud prevention programs, representing the county in administrative appeals and fair hearings, or performing other specialized assignments.

General Description

Eligibility Worker III is the advanced journey level in the Eligibility Worker series. Incumbents are expected to manage a complex program caseload, provide lead direction and/or perform specialized technical assignments independently. The Eligibility Worker III differs from the Eligibility Supervisor in that the latter directly supervises a unit of Eligibility Workers.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Eligibility Worker III classification receive supervision from an Eligibility Supervisor. An Eligibility Worker III has no responsibility for direct supervision of others, but may provide lead direction to other Eligibility Workers.

One (1) year of full-time experience performing duties comparable to the Eligibility Worker II classification.

Minimum

Qualifications Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

Desired Qualifications

Typical Duties:

Duties may include, but are not limited to, the following:

Performs interactive interviews to elicit eligibility information and identifies need for public assistance programs and services.

Analyzes financial and eligibility information to determine initial or continuing eligibility for aid

programs.

Explains regulations, rules, and policies to clients to apprise them of their rights, responsibilities and eligibility for participation.

Ensures accuracy and completion of application and declaration forms.

Resolves discrepancies by securing documentation, medical records and confirmation from other agencies.

Initiates a total-household assistance case.

Enters and retrieves numerical and narrative data, and issue benefits from an automated computer system.

Reads and interprets computer printouts and information on computer screens.

Prepares correspondence and reports.

Organizes caseload so that necessary case records and documents are processed and updated within specific time limits established by regulation.

May provide services to drop-in clients, perform local help desk functions, provide lead direction and training to unit staff and assist with the more complicated cases, or perform specialized assignments in the areas of investigations, quality assurance and control, and fair hearings.

Performs related duties as required.

Employment Standards

Knowledge of:

Work Performed

Laws, rules, and regulations governing eligibility and grant determination for multiple public assistance programs and related case administrative techniques.

Policies, procedures, and programs of the county social services department.

Techniques for performing in-depth, interactive interviewing and information gathering.

Resources available to obtain and verify information concerning eligibility.

Principles of training and staff development.

Modern office practices, methods, and procedures.

Record-keeping practices and procedures.

Basic mathematics.

Ability to:

Lead, direct, and train other eligibility staff.

Evaluate and make appropriate recommendations and corrections on selected cases.

Determine appropriate course of action in emergency situations.

Make referrals to appropriate agencies and social service programs.

Detect and evaluate potential fraudulent situations.

Analyze and interpret written, numerical and verbal data from various sources.

Enter data accurately into a computerized system.

Identify when computer output is incorrect and make corrections.

Plan and organize caseload to ensure work is completed in accordance with regulations relating to eligibility and timeliness.

Read, understand, apply and explain complicated and detailed correspondence and reports,

regulations and policy directives.

Perform a variety of mathematical computations accurately and rapidly.

Prepare clear, concise and accurate records and reports.

Explain complex rules and programs so they can be understood by people of diverse socio-economic and cultural backgrounds.

Establish and maintain cooperative working relationships with the public and staff.

Follow written and oral instructions.

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's License for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

**Other
Information**

AGENDA TRANSMITTAL FORM

<input type="checkbox"/>	Regular Agenda
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
06/23/15	

To: Board of Supervisors

Date: June 8, 2015

Misc.

From: James Foley, Director
(Department Head - please type)

Phone Ext. 625

Department Head Signature *[Signature]*

Agenda Title: Request to hire for (1) position in Social Services

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Request to backfill (1) Social Worker I/II due to employee accepting another position within the department.

This is a Merit Systems position and must be hired through the Merit Systems process.

Recommendation/Requested Action:

Authorize the requested action

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Budgeted

Is a 4/5ths vote required? Yes No

Contract Attached: Yes No N/A

Resolution Attached: Yes No N/A

Ordinance Attached: Yes No N/A

Committee Review? N/A

Name _____

Committee Recommendation: _____

Comments: _____

Request Reviewed by:

Chairman _____

Counsel *GG*

Auditor *JOR*

GSA Director *[Signature]*

CAO *[Signature]*

Risk Management *[Signature]*

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

Copy of approved ATF to Chris @ Social Services, HR and Auditor

FOR CLERK USE ONLY

Meeting Date June 23, 2015 Time 9 a.m. Item # 7C

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

Completed by _____

Department _____
For meeting _____
of _____

ATTEST: _____

Clerk or Deputy Board Clerk

SOCIAL WORKER I

DEFINITION

Under close supervision, learning to determine the need for basic social services required by clients; to carry a limited non-complex caseload; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/trainee level in the Social Worker class series. Incumbents in this class differ from the Social Worker II in that they work under close supervision in a training status and carry a limited, non-complex caseload while incumbents at the higher level generally carry a full caseload and are able to work with greater independence of action. Incumbents at this level are given constant and detailed supervision as they learn departmental organization, social services programs, basic case study methods and casework services. Incumbents are expected to promote to the Social Worker II level after successful completion of one (1) year of experience and shall not remain at the I level beyond one (1) year.

REPORTS TO

Social Services Supervisor or Program Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Studies and applies the principles and techniques of social work to a caseload which includes basic types of services problems; works in a trainee capacity while interviewing clients to determine the nature of their problems and develop basic services plans; carries out the less difficult provision of services, under relatively close supervision; makes referrals to other staff and other agencies as required by the type of case services needed; interprets social services rules, regulations and policies for clients and the public within a defined scope of responsibility; maintains necessary casework records; attends training courses designed to further an incumbent's understanding of social work processes and to increase their technical competence. Incumbents will be required to utilize a basic social services statewide computer system.

SOCIAL WORKER I - 3

Education and Experience: Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from college, including successful completion of 30 semester units in social welfare, human services, sociology or other behavioral sciences.

OR

One (1) year of experience comparable to that of an Eligibility Worker II or Employment and Training Worker II.

AND

Successful completion of 30 college semester units in social welfare, sociology, human services or other behavioral sciences

OR

Three (3) years of experience comparable to that of a Vocational Assistant.

OR

One (1) year of full-time social work case management experience in a public or private social services agency.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

SOCIAL WORKER II

DEFINITION

Under supervision, to carry a case load of moderate difficulty involving the determination of need for social services by applicants or clients; to perform basic social studies to identify a need for more intensive casework services; to perform employability evaluations; to provide a variety of employment and training services; to provide casework services of a general nature; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Social Worker series. Positions in this class differ from those in the Social Worker I in that incumbents are required to provide casework services requiring experience and background. The emphasis is on providing social or employment and training services on an independent basis rather than working in a learning or training capacity. Incumbents in this class receive more difficult assignments, requiring more skill and depth of knowledge than a Social Worker I. However, they do not receive assignments of the level of difficulty assigned to a Social Worker III. Social Worker IIIs' normally work with a higher degree of independence of action in administering services and making use of agency or community resources.

REPORTS TO

Social Services Supervisor or GAIN Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Carries a case load which includes cases with problems of difficulty; makes case studies to determine social service and/or employment and training needs of clients; may administer and interpret vocational measurement tests; may identify employment barriers and develop employment plans; may provide career guidance; develops and carries out social service treatment and/or employment and training plans for an assigned case load; may evaluate client compliance with employment goals; refers clients to other staff members; makes social studies and develops non-complex treatment plans; assists applicants and recipients in utilizing available resources for individual needs; coordinates services with local community groups and agencies; interprets the policies, rules, and regulations of the Department to applicants, clients and others within the scope of their responsibility; makes home calls in connection with casework assignments; prepares and maintains case records; compiles data for research studies; may be assigned to specialized functions; participates in in-service training and other staff development

SOCIAL WORKER II - 2

activities to increase knowledge of the social work and/or employment and training processes and achieve technical competence; receives casework consultation from professionally trained staff members; provides community outreach for various Department programs.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Problem-solving methodologies.
- Employment preparation and training programs.
- Employment planning and utilization of resources.
- Basic public welfare programs at the Federal, State and local levels.
- The general principles of public assistance and/or employment and training policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of a public welfare agency.
- Community organizations and social problems requiring the use of public and private community resources.
- Counseling methods and techniques.
- Basic principles involved in the development and implementation of personality and in-group processes.

Ability to:

- Understand and carry out Department programs, policies, and procedures.
- Obtain facts and analyze information, drawing sound conclusions.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Identify and evaluate needs and barriers to employment.
- Develop employment plans and goals.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.

SOCIAL WORKER II - 3

- Analyze situations and adopt effective courses of action.
- Develop skills in interviewing people, making interpretations and recording information.
- Maintain the confidentiality of case records.
- Effectively represent the Social Services Department in contacts with clients, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

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

One (1) year of experience comparable to a Social Worker I.

OR

One (1) year of social work casework experience.

AND

Successful completion of 30 college semester units in social welfare, sociology, social/human services, career planning, vocational guidance, employment counseling, or other behavioral science.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.

AGENDA TRANSMITTAL FORM

To: Board of Supervisors

Date: June 15, 2015

Misc.

From: Jon Hopkins, Director

(Department Head - please type)

Phone Ext. 375,759

Department Head Signature _____

- Regular Agenda
- Consent Agenda
- Blue Slip
- Closed Session

Meeting Date Requested:

06/23/15

Agenda Title: Consideration of Conveying Truck to Amador Transit

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

On June 9, 2015 the Board authorized the General Services Director to publish a notice in accordance with Government Code section 25365 conveying one 2wd 1998 Ford Ranger to Amador Transit. The notice was posted June 19, 2015. Upon hearing no concerns with conveying one 2wd 1998 Ford Ranger to Amador Transit, I recommend the conveyance of the aforementioned truck.

Recommendation/Requested Action:

convey one 2wd 1998 Ford Ranger to Amador Transit.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes

No

Committee Review?

N/A

Name _____

Committee Recommendation: _____

Contract Attached:

Yes

No

N/A

Resolution Attached:

Yes

No

N/A

Ordinance Attached:

Yes

No

N/A

Comments: Attached memo

Request Reviewed by:

Chairman _____

Counsel GG

Auditor JOR

GSA Director Hop

CAO OK

Risk Management Greg

Distribution Instructions: (Inter-Departmental Only, the requesting Department is responsible for distribution outside County Departments)

GSA-Jon Hopkins; County Counsel-Greg Gillott; Auditor Risk

FOR CLERK USE ONLY

Meeting Date

June 23, 2015

Time

9 a.m.

Item #

7D

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes: _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department

Completed by _____

For meeting

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador County Board of Supervisors.

ATTEST: _____

Clerk or Deputy Board Clerk

Save