

## **PUBLIC AUTHORITY MANAGER**

### DEFINITION

To plan, organize, coordinate and supervise staff in the activities and operations of the Public Authority for the In-Home Supportive Services (IHSS) program, ensuring compliance with all relevant county, state and federal laws, regulations and agreements, including the mandates of California State AB 1682.

### DISTINGUISHING CHARACTERISTICS

This is a single-position classification. The manager has overall responsibility for the policy and program direction, management and administration of the Public Authority; in cooperation with the Public Authority Advisory Committee. Responsibilities include the application of knowledge and skills in the coordination of various activities and operations.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resource Agency Director or his/her designee; exercises direct supervision over Public Authority Registry Specialist and clerical staff.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Hires and supervises Public Authority staff, and ensures the orientation, training, and development of personnel through regular reviews and evaluations of performance as required by County Personnel.

In cooperation with the Public Authority Advisory Committee, develops overall policy goals, objectives and operating procedures for the delivery of services.

Directs day-to-day operations of the provider registry, provider/recipient training activities and support services, office management and personnel transactions.

Establishes priorities and develops strategies to achieve program objectives.

Develops operating manuals, workflow charts, narrative and statistical reports.

Prepares and/or maintains statistical, fiscal, payroll and personnel information.

Determines funding needs and options; oversees budget preparation and assures effective monitoring of fiscal performance.

Serves as principal staff to Public Authority Advisory Committee.

Analyzes and reports on proposed federal and state legislation as they affect areas of responsibility.

Conducts analytical studies of organizational, budgetary, and administrative issues related to the Public Authority.

Public Authority Registry Specialist  
New 12/17/02  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev. -03/21/23

Res. #2002-111  
M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O.#19-03-21-23

Represents the Public Authority and explains and interprets policies, procedures, legislation and regulations for legislative bodies, boards, commissions and other groups.

Assists with preparation of County/Public Authority Interagency Agreement and monitors Public Authority compliance with requirements of Interagency Agreement.

Establishes mid and long-range plans for the Public Authority.

Ensures timely payment of IHSS providers.

Oversees the recruitment, screening, and selection of IHSS providers.

Monitors and investigates IHSS provider and recipient complaints.

Prepares claims for reimbursement.

Prepares rate applications and documents; provides information to the County for the purposes of substantiating Public Authority reimbursement rates to the State.

Provides information to the County required to bill the State for the state and federal share of Public Authority costs, and any other relevant information.

Oversees IHSS provider employee relations activities, including labor negotiations and interpretation of the Memorandum of Understanding between the Union and the IHSS providers.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

In Home Support Services in California and Public Authority and IHSS laws, regulations and funding.

The principles, practices and techniques of labor relations, personnel administration, affirmative action, counseling, supervision, and training.

Issues and concerns of the elderly and disabled populations.

Management data processing applications and computer technology.

The theory, principles, and practices of governmental financial administration, budgeting, contracts administration, program management and accounting.

The principles, methods and procedures of community organization, consultation, and public relations.

Pertinent federal, state and local laws, codes and regulations.

Business letter writing and report preparation; English language usage, punctuation, spelling and grammar.

Modern office procedures, practices and technology, including computer word and data processing.

Principles and procedures of record keeping.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Plan, organize, direct and coordinate the work of staff.

Administer, plan, organize and direct comprehensive programs, and administrative service operations.

Analyze and evaluate complex program and administrative problems and recommend effective courses of action.

Develop short and long range budget plans that reflect program needs.

Develop and utilize all available resources.

Analyze new or proposed federal and state legislation and evaluate and report on the impact of program operations.

Represent the Public Authority for In-Home Support Services with other boards, committees, government and community agencies, departments, and officials.

Establish goals and objectives for assigned program.

Collect, interpret and evaluate narrative and statistical data pertaining to fiscal and management matters.

Evaluate quality and quantity of individual performance.

Communicate clearly and concisely, both orally and in writing.

Establish and effectively implement policies and procedures.

Speak in public.

Use a computer and software.

Deal effectively, tactfully and courteously with the public and technical and professional personnel.

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

Ensure program compliance with applicable policies, procedures, laws, and regulation requirements.

Prepare clear, concise reports and records.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities are:

##### Experience:

Two years of full-time experience, with increasing supervisory, management and administrative responsibilities in a public or private agency working with the elderly or disabled population, rehabilitation programs, or other relevant experience.

##### Training:

Bachelor's degree from an accredited college or university, with predominant course work in business administration, public administration, human resources management, social services, or a closely related field

**OR**

Any education requirement can be substituted by appropriate years of experience.

#### LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California Driver License.