

# Market Range Detail - Board of Supervisors' Chief of Staff

## Effective Date

February 20, 2012

## Market Range Title Description

Under the direction of the elected Board Supervisor, this position functions as the assistant head of the department and is responsible for the overall direction and management of department administration and operations. The Chief of Staff provides professional level support to the Board Supervisor and exercises considerable independence and judgment in carrying out responsibilities. The Chief of Staff represents the Board Supervisor with other Board offices, elected officials, department directors, employees, other jurisdictions, and the general constituency. Additional responsibilities include: coordinating efforts with the County Manager, department directors, and elected officials towards the achievement of the Board of Supervisors' mission and strategic priorities and goals; drafting and editing speeches, reports, and correspondence; responding to and resolving inquiries from the public; representing the Board Supervisor at public events and meetings; researching and analyzing complex and difficult policy issues and providing recommendations for action; reviewing and analyzing the impact of existing and proposed legislation and providing recommendations to the Board Supervisor; reviewing agendas for the Board of Supervisors' meetings and briefing Board Supervisor on pertinent issues; leading special projects and studies; managing subordinate staff; directing the preparation and approval of the department's budget; overseeing all department personnel actions and issues; working closely with other jurisdictions and organizations on issues related to the County. The Chief of Staff reports to the elected Board Supervisor.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$41.44	\$53.56	\$65.68

## Likely Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, or related field.
- Minimum of five years of professional administration experience including three years of management and/or supervisory experience.
- Master's degree in Public Administration preferred.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Chief of Staff

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.