Education (50 Points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Education\***
 | **(40 points max)** | **Estimated****Points** |  | **Points Awarded** |
| * 1. Bachelor degree or higher in Public Administration or related field.
 | (40 points)  |  |  |  |
| * 1. Bachelor degree or higher in unrelated field plus 40 hours of training in areas 2 or 3 below.
 | (40 points) |  |  |  |
| * 1. Associate of Arts degree in Public Administration or related field plus 40 hours of training in areas 2 or 3 below.
 | (30 points) |  |  |  |
| * 1. College-level courses taken related to government, business or management.
 | (1 point per credit unit 20 points max) |  |  |  |
|  | Points Awarded  |  |  |  |
|  |  |  |  |  |
| 1. **Subject Matter/COTB specific training\*:**
 | **(30 points max)** |  |  |  |
| * 1. AAB trainings
 | (1 point per 4 hours) |  |  |  |
| * 1. FPPC trainings
 | (1 point per 4 hours) |  |  |  |
| * 1. Records management trainings
 | (1 point per 4 hours) |  |  |  |
| * 1. “Clerk of the Board Mandates” or “ New Clerk’s Institute” training
 | (2 points per 4 hours) |  |  |  |
| * 1. Trainings taken and administered in your agency or community
 | (1 point per 4 hours) |  |  |  |
| * 1. Other relevant training

(Parliamentary Procedure, Notary, CACEO, etc.)  | (2 points per 4 hours) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 1. **Completion of specialized certificate program:**
 | **(20 points max)** |  |  |  |
| * 1. California Technical Track for Clerks
 | (20 points) |  |  |  |
| * 1. CSAC Institute for Excellence in County Government
 | (20 points) |  |  |  |
| * 1. Master Municipal Clerk/Clerk of the Board Academy
 | (20 points) |  |  |  |
|  | Points Awarded |  |  |  |

* To receive education credits, a copy of your diploma or transcripts should be provided. To receive credit for trainings attended, certification of completion or other appropriate documentation should be submitted. To receive credit for trainings administered by the applicant, course design (agenda) and completed course evaluations should be submitted. Points will be awarded on a prorated basis for partial classes or days.

For more information on the California Technical Tracks for Clerks Institute program, please contact Maureen Kane, Institute Director, at TTCwithkane@aol.com.

For more information on the California State Association of Counties (CSAC) Institute for Excellence in County Government, please contact Chastity Benson, CSAC Training Institute Program Coordinator, at cbenson@counties.org or (916) 650-8130.

For more information on the Master Municipal Clerk/Clerk of the Board Academy, please contact Pamela Miller, Institute Director, at PMiller@millermcg.com.

Experience/Leadership (50 Points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Tenure as Clerk:**
 | **(40 points max)** | **Estimated** **Points**  |  | **Points Awarded** |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy with Management responsibilities\*
 | (4 points per completed year 40 points max) |  |  |  |
| * 1. Full time Clerk of the Board, Chief or Principal Deputy without Management responsibilities\*
 | (3 points per completed year 30 points max) |  |  |  |
| * 1. Part time Clerk of the Board, Chief or Principal Deputy\*
 | (1 point per completed year 20 points max) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 1. **Other Work Experience\*\*:**
 | **(20 points max)** |  |  |  |
| * 1. Other full time administrative positions in government (local, state of federal)
 | (.5 point per completed year 10 points max) |  |  |  |
| * 1. Management positions in unrelated field
 | (.5 point per completed year 10 points max) |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
| 1. **Service to CCBSA Organization:**
 | **(25 points max)** |  |  |  |
| * 1. Attendance at conferences/regional meetings.\*\*\*
 | (1 point per 6 hour day; .25 point per 1 ½ hour session10 points max) |  |  |  |
| * 1. Conduct training at an organization meeting (conference or regional meeting)
 | (1 points per session 8 points max) |  |  |  |
| * 1. Mentor
 | (1 point for each completed year of any a-d 10 points max) |  |  |  |
| * 1. Regional Chair
 |  |  |  |
| * 1. Committee Member
 |  |  |  |
| * 1. Officer
 |  |  |  |
|  | Points Awarded |  |  |  |
|  |  |  |  |  |
|  | Total Application Points Awarded |  |  |  |

\*Other comparable positions within an organization such as Assistant Clerk, City Clerk, or Clerk of the Board for a Special District are acceptable.

\*\*Points will be prorated and awarded for partial years of service.

\*\*\*Points will be prorated and awarded by breakout session.

Other Requirements

[ ]  Member in good standing of California Clerks of the Board of Supervisors Association.

[ ]  Letter of sponsorship from one of the following:

* Previous COTB mentor
* Regional Chair specific to applicant’s region
* Certified COTB

[ ]  $25 processing fee (payable to the Association to cover costs of paperwork and certificate)