

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X

Adopt this resolution to:

(1) approve hourly rate increases, effective retroactively to October 1, 1996, for the following specialized classes which have been affected by the mandated federal minimum wage increase:

<u>Class</u>	<u>Current Rate</u>	<u>Eff. 10/1/96</u>	<u>Eff. 9/1/97</u>
1. Recreation Aide I	\$4.25	\$4.75	\$5.15
2. Work Study Student Trainee: /High School.	\$4.25	\$4.75	\$5.15

(2) delete the following specialized classes which are no longer utilized:

1. Child Care - Tobacco Cessation Program
2. Data Entry Operator
3. Game Warden
4. Public Health Educator (extra-help specification only)
5. Substitute Driver
6. Teen Recreation Leader - Adult
7. Tutor-Learner Coordinator
8. District Attorney's Investigator
9. Head Start Cook
10. Head Start Center Teacher's Aide

and (3) approve a methodology to address the requirement for future increases in hourly rates for extra-help specialized classes as set forth in the attached Exhibit A.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

1. On August 20, 1996, President Clinton signed The Small Business Job Protection Act of 1996 (HR3448). Among its provisions, this legislation escalates the federal minimum wage from \$4.25 to \$4.75 per hour, effective October 1, 1996 and to \$5.15 per hour, effective September 1, 1997. Mariposa County has always been in compliance with established federal minimum wage standards, and these proposed increases will maintain this compliance.

2. From time-to-time, the Board has established specialized extra-help classes to accommodate specific departmental needs. As circumstances and workload requirements change, some of these specialized classes are no longer required. It is misleading as well as cumbersome to continue to list these inactive classes. Should any of them be required to fulfill future needs, the Board may direct that they be reinstated.

3. The first part of Exhibit A will eliminate the necessity for special Board action to address the minimum wage rate each time it is adjusted by federal and/or state legislation. The necessity to adjust hourly rates in order to comply with current and projected federal minimum wage requirements caused a review of all extra-help specialized classes. This review indicated that hourly rates for many of the County's specialized classes have not been adjusted for any of the cost-of-living increases granted to the County's regular workforce over the past several years, and this has skewed the overall compensation structure for the County. The methodology described in Exhibit A presents a way to maintain compliance with all future federal and/or state minimum wage adjustments. It further will cause a review of the existing hourly rates for certain specialized classes, make recommendations to the Board for any proposed adjustment for a specific class, and will tie all specific classes to a salary range to provide movement with future COLAs granted to a designated bargaining unit.

It must be noted that certain extra-help specialized classes have already been tied to a salary range, thereby receiving any COLA's affecting said range. Further, all non-specialized class extra-help employees are currently paid at Step 1 of the salary range designated for their class; therefore, their hourly rate likewise receives increases commensurate with any cost-of-living adjustments granted to the bargaining unit representing regular employees in their class. The recommended methodology described in the attached Exhibit A will eliminate inequities regarding compensation to the County's specialized class extra-help employees.

The costs shown below reflect a best estimate of anticipated Recreation Aide I hours required by Parks & Recreation for May and June 1997. If departments are unable to absorb minimum wage increases in their existing extra-help line items, they will need to request additional funds from the Board later this fiscal year.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this requested hourly rate increase; the County would be in violation of the mandated federal minimum wage.
2. Continue to carry these inactive classes on the schedule for all extra-help specialized classes. This would continue to mislead County employees as well as the general public regarding possible available employment opportunities.
3. Make any changes to this proposed methodology as deemed necessary by the Board. Provide other direction to staff regarding hourly rates for extra-help specialized classes.

COSTS: () Not Applicable

A. Budgeted current FY	\$-0-
B. Total anticipated costs	\$300.00
C. Required additional funding	\$300.00
D. Internal transfers	\$

SOURCE: (X) 4/5ths Vote Required

A. Unanticipated revenues	\$
B. Reserve for contingencies	\$300.00
C. Source description:	
Balance in Reserve for Contingencies,	
if approved: \$	159,891

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 96-425 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

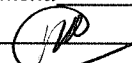
The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California


By: _____

Comment: _____



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: RESOLUTION NUMBER 96-425

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 8, 1996

ACTION AND VOTE:

Resolution Approving Hourly Rate Increases for Certain Specialized Classes; Deleting Certain Specialized Classes which are No Longer Utilized; Approving a Methodology to Address the Requirement for Future Increases in Hourly Rates for Extra-Help Specialized Classes; and Appropriating Funds from Reserve for Contingency for Minimum Wage Increase for Recreation Aide I (\$300) (4/5ths Vote Required) (County Counsel)

BOARD ACTION: (M)Reilly, (S)Pickard, Res. 96-425 adopted approving hourly rate increases for certain specialized classes and appropriating funds/Ayes: Reilly, Balmain, Parker, Pickard; Noes: Stewart. Following discussion, (M)Parker, (S)Pickard, Board approved deletion of certain specialized classes which are no longer used/Ayes: Unanimous. Discussion was held concerning the development of a methodology to address future increases in hour rates for extra-help specialized classes - Board concurred with staff reviewing and bringing this matter back with alternatives for consideration.

cc: All Department Heads
File

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0701-761	0204	Extra-Help, Aquatic Program	\$300.00	
001	0104- 1090	6000 414-1090	Reserve for Contingencies		\$300.00
001	0104	414-1090	GENERAL CONTINGENCY		
TOTALS				\$300.00	\$300.00

ACTION REQUESTED: (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION HR3448 increased the minimum wage from \$4.25 to \$4.75 effective October 1, 1996. This requested transfer to the Recreation Aquatic Program will offset that increase.

DEPT HEAD SIGNATURE _____ DATE September 26, 1996

APPROVED BY RES NO. 96-425 CLERK *[Signature]* DATE 10-8-96

AUDITOR'S USE ONLY BA #

Discussion and Recommended Methodology
for Adjustment of Hourly Salary Rates
Extra-Help Specialized Classes

1. The hourly salary rate for all extra-help specialized classes paid at the prevailing minimum wage shall be increased automatically to an amount equal to any new hourly rate established by federal and/or state legislation affecting said minimum wage, with effective date of said increase to conform to such legislation.
2. Certain extra-help specialized classes have already been tied to a specific full-time salary range. The attached list separates those classes tied to a salary range from those classes with an isolated hourly rate. No further action is required for specialized classes already tied to a salary range.
3. As time allows but within the current fiscal year, the Personnel Office shall review the isolated specialized extra-help classes on a case-by-case basis and present for the Board's review and consideration any recommended hourly rate adjustment together with a proposed tie to a regular salary range.
4. Make any amendments to class specifications as required to identify the relationship between an extra-help specialized class and the designated salary range. It should be noted that this range does not have to match any particular job duties of regular County classes assigned to that range but rather is intended to be used for purposes of salary control only.
5. Mariposa County salary ranges begin with Range 1. This first range is equivalent to an hourly rate of \$5.4834. Therefore, in a few instances, a percentage of a salary range will be stipulated to correctly identify the actual hourly wage rate.

EXTRA-HELP HOURLY SCHEDULE SPECIALIZED CLASSES		CURRENT HOURLY RATE
1	Agricultural Field Assistant	7.28
2	AIDS Program Coordinator	11.00 - 15.00
3	Child Health and Disability Prevention Program Coordinator/CHDP Clinic Coordinator	10.00
4	Courthouse Guide	7.00
5	Employment & Training Instructor	15.75
6	4-H and Youth Assistant	6.80
7	Kitchen Aide (Note 2)	5.00
8	Licensed Vocational Nurse	10.00
9	Lifeguard I (Note 2)	5.00
10	Lifeguard II	6.50
11	Lifeguard III	7.25
12	Medical Technician	7.00
13	Medical Transportation Driver	6.25
14	Nurse Practitioner	20.00
15	Public Health Nurse	20.00
16	Recreation Aide I (Note 1)	4.25
17	Recreation Aide II	5.25
18	Recreation Aide III	6.50
19	Registered Nurse	15.00
20	Senior Nutrition Cook/Site Supervisor	8.00
21	Senior Outreach Specialist	7.00
22	Victim/Witness Advocate	8.41
23	Water Safety Instructor	8.00
24	Work Study Student Trainee/High School (Note 1)	4.25
25	Work Study Student Trainee/College (Note 2)	5.00
26	Work Study Student Trainee/Graduate	6.00
The Following Specialized Classes are tied to salary ranges as indicated:		
1	Bailiff - Tied to Step 1, Deputy Sheriff	
2	Snow Plow Operator - Tied to Step 1, Maintenance Worker II--Roads	
Note 1:	This position must be increased to \$4.75 and \$5.15 effective 10/1/96 and 9/1/97 respectively.	
Note 2:	This position must be increased to \$5.15 effective 9/1/97.	