

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RES No 09.548

**RECOMMENDED ACTION AND JUSTIFICATION:** Approve an updated list of job classifications that require pre-employment physicals, give the Personnel Director authority to add Merit System Services classifications to the list, give the Personnel Director authority to make minor changes to the typical physical requirements of each County job description so that they are consistent with comparable County job descriptions, and require a physical for an existing employee who is in a low risk classification and is being promoted in to a job classification that requires a physical.

Prior to 1991, all job classifications required a pre-employment physical. In June 1991, the Board of Supervisors abolished the requirement that pre-employment physicals be given for all clerical classifications as they were thought to be low-risk positions. Since that time, several new job classifications have been created. It is recommended that the attached list be approved which lists current job classifications along with whether a classification requires a physical. (Public Health Officer Dr. Mosher concurs with the attached list.) In the future prior to the adoption of new job classifications, staff will provide the Public Health Officer with the proposed job description. The Public Health Officer will be asked to review and to make a determination if the proposed classification should have a physical based on the essential functions and typical physical requirements of the classification; the Public Health Officer's recommendation will then be included in the request to the Board when adopting the new classification.

It is further recommended that the Personnel Director be given the authority to amend the job classification list from time to time after consulting with the Public Health Officer to add any new Merit System Services classifications; Merit System classifications are created by and administered by CPS Human Resource Services for the California State Personnel Board.

Additionally, there are job classifications that have common physical factors, however, the typical physical requirements do not read the same in their respective job descriptions. For example, an Office Technician I/II and the Assessment Office Manager are relatively similar as far as physical factors are concerned but one reads that the incumbent must have the ability to lift and/or move lightweights and the other reads that the incumbent must have the ability to lift and/or move objects and materials of up to 25 pounds in weight. It is recommended that authority be given to the Personnel Director with consultation with the Public Health Officer to make minor changes to the typical physical requirements of each County job description so that they are consistent.

Finally, when an employee promotes into a new classification, the employee is not required to have a physical. It is further recommended that when an employee has been offered a promotion into a classification that requires a physical and the employee is in a low risk classification, the employee will be required to undergo a physical as a condition of meeting the requirements of the new classification.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** On June 11, 1991, the Board of Supervisors waived pre-employment physicals for all clerical classifications.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Do not approve this action. A negative action would result in less expediency in hiring individuals in low-risk classifications, inconsistency in job classifications, and potential exposure as it relates to injuries for existing employees promoting from a low risk classification to a high risk classification.

Financial Impact? ( ) Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted in Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		Job Class list _____
Source:		_____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
( ) General ( ) Other _____		_____

**CLERK'S USE ONLY:**

Res. No.: 97-548

Vote - Ayes: 4

Absent: \_\_\_\_\_

Approved

Minute Order Attached ( ) No Action Necessary

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: \_\_\_\_\_ Deputy

Ord. No. \_\_\_\_\_  
Noes: Allen

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended

\_\_\_\_\_ No Opinion

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: [Signature]



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BRAD ABORN, CHAIR  
JANET BIBBY, VICE CHAIR  
LYLE TURPIN  
KEVIN CANN  
JIM ALLEN

DISTRICT I  
DISTRICT III  
DISTRICT II  
DISTRICT IV  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Approve an Updated List of Job Classifications that Require Pre-employment Physicals, Give the Personnel Director Authority to Add Merit System Services Classifications to the List, Give the Personnel Director Authority to Make Minor Changes to the Typical Physical Requirements of Each County Job Description so that they are Consistent with Comparable County Job Descriptions, and Require a Physical for an Existing Employee who is in a Low Risk Classification and is Being Promoted in to a Job Classification that Requires a Physical

RESOLUTION 09-548

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on November 10, 2009

#### ACTION AND VOTE:

Approve an Updated List of Job Classifications that Require Pre-employment Physicals, Give the Personnel Director Authority to Add Merit System Services Classifications to the List, Give the Personnel Director Authority to Make Minor Changes to the Typical Physical Requirements of Each County Job Description so that they are Consistent with Comparable County Job Descriptions, and Require a Physical for an Existing Employee who is in a Low Risk Classification and is Being Promoted in to a Job Classification that Requires a Physical (County Administrative Officer/Personnel/Risk Manager)

**BOARD ACTION:** Discussion was held with Mary Hodson, Deputy County Administrative Officer. Board members suggested that other classifications, if not all, be included in the pre-employment physical requirements.

Input from the public was provided by the following:

Ruth Catalan stated she agrees with requiring pre-employment physicals for everyone who is hired.

MaryAnn Huff commented on the State's limit of being able to lift 40 pounds; agrees with requiring the pre-employment physicals for everyone and stated she hopes that drug testing is also required.

Further discussion was held. Supervisor Cann suggested that a discussion be held with the Health Officer on the rationale for this recommendation. Supervisor Bibby asked that information be brought back on the number of employees that we are talking about. (M)Turpin, (S)Bibby, Res. 09-548 was adopted approving the recommendation for the updated list of job classifications; directing that the matter come back for further consideration of the other positions and asking Supervisors Bibby and Allen to meet with the Health Officer before this comes back to the Board. Supervisor Bibby clarified

that this matter will come back as soon as practical, and she clarified that this is not subject to the meet-and-confer process. Supervisor Cann asked that a target date be set for this to come back. Chair Aborn suggested two weeks. Supervisor Bibby asked the Board members to provide a list of the positions that they have questions on; and asked that Dr. Mosher be present when this comes back to the Board.

Ayes: Aborn, Turpin, Bibby, Cann; Noes: Allen.

Cc: Sandi Laird, Personnel  
Chris Ebie, Auditor  
Jim Rydingsword, Human Services Director  
Dr. Mosher, Health Officer  
File

JOB CLASSIFICATION	PHYSICAL REQUIRED
4-H Coordinator	✓
Account Clerk I	
Account Clerk II	
Account Clerk III	
Accountant I	
Accountant II	
Accountant II (Auditor's Office)	
Accounting Technician I	
Accounting Technician II	
Accounting Technician III	
Administrative Analyst-Administration	
Administrative Analyst-Business Development Coordinator	
Administrative Analyst-Human Services	
Administrative Analyst-Public Works	
Administrative Assistant/District Attorney	
Administrative Technician	
Agricultural and Standards Inspector I	✓
Agricultural and Standards Inspector II	✓
Agricultural and Standards Program Technician	✓
Airport Operations Manager	✓
Alcohol and Drug Assistant I	✓
Alcohol and Drug Assistant II	✓
Alcohol and Drug Program Supervisor	✓
Alcohol and Drug Specialist I	✓
Alcohol and Drug Specialist II	✓
Alcohol and Drug Specialist III	✓
Animal Control Officer	✓
Appraiser I	✓
Appraiser II	✓
Appraiser III	✓
Assessment Office Manager	
Assessment-Recording Clerk I	
Assessment-Recording Clerk II	
Assessment-Recording Clerk III	
Assistant Assessor-Recorder	
Assistant Auditor	
Assistant Chief Probation Officer	✓
Assistant Director of Public Works - Operations	✓
Assistant Planner	
Assistant Treas/Tax Coll.-Co.Clk	
Associate Engineer (with license, add 15%)	
Associate Planner	
Auditor-Appraiser	✓
Behavioral Health Fiscal Supervisor	
Building Inspector	✓
Cadastral Drafting Technician I	
Cadastral Drafting Technician II	
Child Support Accounting Specialist	
Child Support Attorney III	
Child Support Office Technician	
Child Support Specialist III	

JOB CLASSIFICATION	PHYSICAL REQUIRED
Clinical Psychologist	✓
Commercial Truck Driver/Equipment Mechanic	✓
Community Mental Health Nurse	✓
Contract Administrator	
County Surveyor	
Custodian	✓
Deputy Agricultural Commissioner/Sealer	✓
Deputy Clerk to the Board	
Deputy County Administrative Officer	
Deputy Director Employment and Community Services	
Deputy Director of Behavioral Health	✓
Deputy Director Social Services	✓
Deputy District Attorney I	
Deputy District Attorney II	
Deputy District Attorney III	
Deputy Fire Chief	✓
Deputy Planning Director	
Deputy Probation Officer I	✓
Deputy Probation Officer II	✓
Deputy Probation Officer III	✓
Deputy Treasurer	
Development Services Technician	
District Attorney Investigative Assistant	✓
District Attorney Investigator	✓
Elections Clerk I	✓
Elections Clerk II	✓
Eligibility Worker I	
Eligibility Worker II	
Eligibility Worker III	
Eligibility Worker Supervisor	
Employment & Training Worker I	
Employment & Training Worker II	
Employment & Training Worker III	
Engineering Technician I	
Engineering Technician II	
Engineering Technician III	
Engineering Technician Trainee	
Environmental Health Aide	✓
Environmental Health Specialist Trainee	✓
Equipment Mechanic//Heavy Equipment Mechanic	✓
Executive Assistant	
Facilities Maintenance Manager	✓
Fire Services Assistant	
Fiscal Officer I	
Fiscal Officer II	
Fleet Superintendent	✓
Fraud Investigator	
Gate Attendant	
Hazardous Materials Specialist	✓
Housing Specialist I	
Housing Specialist II	

JOB CLASSIFICATION	PHYSICAL REQUIRED
Human Services Department On-Call Coordinator	
Information System Specialist	✓
Jail Facility Manager	✓
Jail Officer	✓
Jail Sergeant	✓
Junior Engineer	
Juvenile Corrections Officer	✓
Kitchen Assistant	✓
Legal Secretary I	
Legal Secretary II	
Library Assistant I	✓
Library Assistant II	✓
Maintenance & Construction Supervisor (Add 5% for Tree Crew)	✓
Maintenance Shop Worker	✓
Maintenance Supervisor-Facilities	✓
Maintenance Worker I--Facilities	✓
Maintenance Worker II--Facilities	✓
Maintenance Worker III--Facilities	✓
Maintenance Worker III--Roads (Add 5% for Tree Crew)	✓
Maintenance Worker II--Roads (Add 5% for Tree Crew)	✓
Maintenance Worker I--Roads (Add 5% for Tree Crew)	✓
Mental Health Aide/Client Recovery	✓
Mental Health Assistant I	
Mental Health Assistant II	
Mental Health Assistant III	
Mental Health Clinician	✓
Network Administrator I	✓
Network Administrator II	✓
Office Assistant I	
Office Assistant II	
Office Technician I	
Office Technician II	
Parks and Recreation Manager	✓
Payroll Specialist	
PC Technician	✓
Plan Checker/Inspector	✓
Planning Technician	
Plant Operator Technician	✓
Program Manager	
Public Health Educator	
Public Health Emergency Response Coordinator	
Public Health Nurse II	✓
Public Works Administrator	
Recreation Program Coordinator	✓
Registered Environmental Health Specialist	✓
Registered Nurse	✓
Road Superintendent	✓
Safety Officer	✓
Secretary	

JOB CLASSIFICATION	PHYSICAL REQUIRED
Secretary (Administration Office)	
Senior Agricultural and Standards Inspector	✓
Senior Alcohol and Drug Specialist	✓
Senior Civil Engineer	
Senior Development Services Technician	
Senior Information Systems Specialist	✓
Senior Library Assistant	✓
Senior Nutrition Cook/Site Supv.	✓
Senior Office Assistant	
Senior Planner	
Sheriff's Administrative Assistant	
Sheriff's Bailiff	✓
Sheriff's Captain	✓
Sheriff's Deputy	✓
Sheriff's Detective	✓
Sheriff's Dispatcher	
Sheriff's Evidence Technician	✓
Sheriff's Sergeant--Patrol	✓
Sheriff's Undersheriff	✓
Social Service Aide	
Social Worker I	✓
Social Worker II	✓
Social Worker III	✓
Social Worker IV	✓
Social Worker Supervisor I	✓
Social Worker Supervisor II	✓
Solid Waste and Recycling Manager	✓
Staff Services Manager I	
Supervising Custodian	✓
System Support Analyst	✓
System Support Analyst - County Clerk/Elections/Treasurer-Tax Collector	✓
Transit System Bus Driver	✓
Victim-Witness Advocate	
Victim-Witness Services Supervisor	



JOB CLASSIFICATION	PHYSICAL REQUIRED
<b>EXTRA-HELP HOURLY SCHEDULE SPECIALIZED CLASSES</b>	
Agricultural Field Assistant	✓
Code Compliance Technician	✓
Equipment Mechanic Trainee (4)	✓
Licensed Vocational Nurse	✓
Lifeguard I (a)	✓
Lifeguard II (1)	✓
Lifeguard III (1)	✓
Maintenance Worker Trainee - Roads (4)	✓
Medical Technician	✓
Medical Transportation Driver	✓
Nurse Practitioner (b)	✓
On-Call Social Worker IV	✓
Public Health Nurse	✓
Public Health Nurse - State (5)	✓
Recreation Aide I (2)	
Recreation Aide II (3)	
Recreation Aide III (3)	
Registered Environmental Health Specialist - State (5)	✓
Registered Nurse	✓
Senior Recreation Leader (c)	
Snow Plow Operator	✓
Veterans' Services Officer	
Volunteer Fire Membership Coordinator	
Water Safety Instructor (d)	✓
Weatherization Worker	✓
Work Study Student Trainee/High School (2)	
Work Study Student Trainee/College (3)	
Work Study Student Trainee/Post-Graduate (3)	
<b>UNALLOCATED JOB CLASSIFICATIONS</b>	
Child Support Accounting Technician	
Child Support Attorney I	
Child Support Attorney II	
Child Support Attorney IV	
Child Support Legal Secretary I	
Child Support Legal Secretary II	
Child Support Office Assistant I	
Child Support Office Assistant II	
Child Support Specialist I	
Child Support Specialist II	
Public Health Nurse I	✓

JOB CLASSIFICATION	PHYSICAL REQUIRED
<b>ELECTED OFFICIALS</b>	
Assessor/Recorder	
Auditor	
Board of Supervisors (5 districts) *	
District Attorney	
Sheriff/Coroner/Public Administrator	
Treasurer/Tax Collector/County Clerk	
<b>APPOINTED OFFICIALS</b>	
Agricultural Commissioner/Sealer	✓
Building Department Director	✓
Chief Probation Officer	✓
Child Support Services Director	✓
Clerk of the Board	
Community Services Director	✓
County Administrative Officer	✓
County Counsel	✓
County Health Officer (80% PPT)	✓
County Librarian	✓
Director of Public Works	✓
Fire Chief/Emergency Planning Coord.	✓
Human Services Director/Mental Health	✓
Planning Director	✓
Technical Services Director	✓