

DEPARTMENT: Personnel

BY: Richard J. Benson

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**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the proposed classification of Subsidized Employment Program Trainee and assign it as an extra-help specialized classification and set the hourly rate at minimum wage, i.e., \$8.00. This classification will be tied to minimum wage and in the event the minimum wage rate increases, the hourly rate for this class will increase as well.

Incumbents in this classification will be working in the newly created "Mariposa Works" program and they will be given hands-on experience not only in private sector companies but also within County departments. At the time approval was given to create the "Mariposa Works" program, there was no existing County classification tied to the minimum wage in which to place these individuals. Adoption of this newly developed classification will accommodate the individuals who are placed in County departments as part of this program.

Depending on the assignment, this classification may require a pre-employment physical. For example, if an individual will be hired into a maintenance worker-type position, then a physical will be required. If an individual will be hired into a clerical-type position, a physical will not be required.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On August 18, 2009, the Board of Supervisors authorized that the Human Services Department proceed with the development of a Subsidized Employment Program called "Mariposa Works" for Temporary Assistance for Needy Families (TANF) recipients. Individuals in this program would be placed in employment slots working in County departments as well as local private sector companies.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the proposed job description as proposed; revise as the Board desires and approve.

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: \$ _____		
Source:		Job Description _____
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.: 09-561 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
*MW* Approved  
( ) Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

CAO: *MW*

## **SUBSIDIZED EMPLOYMENT PROGRAM TRAINEE**

### **DEFINITION**

Under supervision, to perform clerical, typing or other routine duties; to perform a variety of unskilled and semi-skilled duties as they relate to maintenance work; to assist with elemental phases of professional and technical work; to assist with special projects or studies; and to do related work as required.

This classification is established to provide departments with the opportunity to utilize individuals participating in the Subsidized Employment Program. This class will provide individuals with practical experience in a real work setting through which they acquire new skills and enhance existing skills as well as providing useful service to County departments.

### **SUPERVISION RECEIVED**

As assigned

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

*(depending on assignment, the essential functions will vary)*

Types reports, letters, and other material.

Waits on the public or acts as receptionist in a small office.

Answers routine questions of the public in person or by telephone.

Operates various office machines or equipment, and searches records and files for data.

Does all types of filing.

Assists the regular staff of various departments in performing routine professional or technical duties.

Learns and performs a variety of unskilled and semi-skilled duties such as patching roads, clearing debris, cleaning ditches and culverts.

Learns to maintain and safely operate a variety of equipment and tools.

Learns and performs semi-skilled concrete work in the construction and maintenance of culverts and related structures.

### **EMPLOYMENT STANDARDS**

**Knowledge of:** *(depending on assignment)*

Basic clerical practices and procedures.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe procedures, methods, tools, and equipment used in general road maintenance and facilities maintenance work.

Safe work practices.

**Ability to:** *(depending on assignment)*

Learn, understand and apply pertinent rules, regulations, and County policies and procedures.

Understand and follow oral and written instructions.

Perform work safely following all rules and regulations.

Communicate effectively with those contacted in the course of business in both oral and written forms.

Learn to perform semi-skilled labor.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **TYPICAL WORKING CONDITIONS**

Depending on assignment, work can be performed in a normal office environment or in a field environment. Depending on assignment, worker may operate hand and electrical tools, may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals, above average noise, working in heights.

### **TYPICAL PHYSICAL REQUIREMENTS**

In a clerical assignment, an incumbent may be required to have the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment; have the ability to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

In a maintenance assignment, an incumbent may be required to have the mobility to work indoors and in a field environment; the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating tools and specialized equipment; ability to have the strength and stamina to perform maintenance duties, including operating electrical saws, drills, blowers, hand and power driven lawn mowers, weed eaters and all types of maintenance equipment.

### **MINIMUM QUALIFICATIONS**

#### **Experience and Education:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a 10<sup>th</sup> grade education and some experience in the area of either performing clerical tasks or maintenance worker tasks.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**