

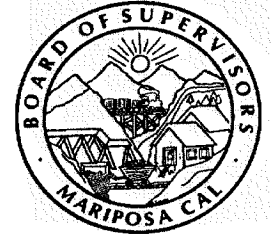


COUNTY of MARIPOSA

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

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Continued Public Hearing For Final Budget Hearing for Fiscal Year 2003/2004
Resolution Nos. 03-251, 03-252 and 03-253

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 1, 2003

ACTION AND VOTE:

Rich Inman, County Administrative Officer;

Continued PUBLIC HEARING on the Final Budget for Fiscal Year 2003-04 (Continued from 6-25-03)

BOARD ACTION: Rich Inman reviewed the reclassification requests for the following departments and recommendations:

- 1) Public Works – reclassify one accounting technician III position to an accountant I
- 2) District Attorney – reclassify the paralegal position to an administrative assistant
- 3) Sheriff – reclassify a 911 dispatcher to an office technician; recommendation is to reclassify to a senior office assistant
- 4) Library – reclassify a library assistant II to a senior library assistant; recommendation is to deny the request.

Jacque Meriam, Librarian, provided input relative to the reclassification request for the library assistant. Following discussion, (M)Parker, (S)Stetson, Res. 03-251 was adopted approving the reclassification requests as recommended by the County Administrative Officer for Public Works, District Attorney, and the Sheriff; and direction was given to defer a decision on the Librarian's request for further review by the County Administrative Officer/Ayes: Unanimous. Rich Inman advised that he will place an item on the agenda in two weeks relative to the social worker IV issue in Human Services Department.

Supervisor Pickard initiated discussion relative to budgeting \$500 for membership in the Yosemite/Sequoia Resource Conservation and Development District. The Board concurred with having the County Administrative Officer review membership in the various organizations before adoption of the final budget, and with including funding for membership in the Yosemite/Sequoia Resource Conservation and Development District.

Discussion was held relative to allocation of the balance of funds, approximately \$30,500. Supervisor Pickard suggested that the County Administrative Officer work with the Board members and Public Works Director to identify road projects that these funds could possibly be used for. The Board concurred with placing these funds in the Administration budget, with further discussion to be held relative to possible uses, including road projects.

(M)Parker, (S)Bibby, Res. 03-252 was adopted approving funding of \$500 for membership in the Yosemite/Sequoia Resource Conservation and Development District; and transferring the balance of funds (approximately \$30,500) to the Administration budget/Ayes: Unanimous.

(M)Parker, (S)Balmain, Res. 03-253 was adopted approving the proposed budget for FY 2003-04 with changes as discussed/Ayes: Unanimous. The hearing was closed.

cc: Bob Brown, District Attorney
Jim Allen, Sheriff
Jim Petropulos, Public Works Director
Jacque Meriam, Librarian
Ken Hawkins, Auditor
Sandi Laird, Personnel/ Risk Management Technician
File

~~FRIDAY, JUNE 27, 2003~~ (cont.)
7-1-03

info CAO
cc: DPA
SA
PWW
Lib.
Auditor,
Personnel

(Breaks will be taken as needed.)

Reclassification Requests

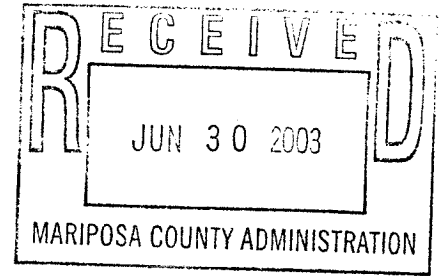
- ⇒ District Attorney – Prosecution
Reclassify the Paralegal position to Administrative Assistant
- ⇒ Sheriff/Coroner/Public Administrator
Reclassify a Dispatcher to Office Technician
- ⇒ Public Works Administration
Reclassify the Accounting Technician III position to Accountant I
- ⇒ Library
Reclassify a Library Assistant II position to Senior Library Assistant

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All dates and times are approximate and subject to change.




PERSONNEL/RISK MANAGEMENT OFFICE



Memorandum

To: Rich Inman, County Administrative Officer

From: Sandra Laird, Personnel/Risk Management Technician 

Date: June 30, 2003

Re: 2003 Reclassification Requests

Request - Reclassify one Accounting Technician III position in the Public Work Department to an Accountant I.

Board Resolution No. 02-371 authorized out-of-class pay for the incumbent Accounting Technician III as it was determined that she was performing those duties of an Accountant I classification. The Board approved the recommendation to continue working the incumbent until such time as the Fiscal Officer position was filled and that individual would determine at what level the position should be working to better fit the needs of the department. The Fiscal Officer has been on board for several months and his recommendation is to move forward with permanently reclassifying the Accounting Technician III to an Accountant I. Based on the previous Board action to await his determination and recommendation, I believe this reclassification is warranted.

Request - Reclassify the Paralegal position in the District Attorney's Office to an Administrative Assistant.

After a few months in office, the newly-elected District Attorney determined that the Paralegal classification is not the appropriate class for what he requires for the District Attorney's office to operate efficiently and an office manager type position would be a better fit. A job description was drafted, that of an Administrative Assistant/District Attorney's Office, with a proposed salary range of 196. This position provides a high level of support to the department head by performing complex clerical support duties versus the Paralegal position which duties included preparing subpoenas, writs, complaints, as well as reviewed and processed cases and interviewed witnesses. Although the former Paralegal was classified as such, the individual was actually performing those duties of an office manager type position.

Although the proposed job description and salary range was satisfactory to the District Attorney, the recommendation to assign the classification to the SEIU bargaining unit was not. The District Attorney believes that the Administrative Assistant/DA Office position should be tied to

the management unit. This position would be required to exercise general supervision over clerical staff, however, there are several positions within the County that supervise subordinate employees as well that are assigned to the SEIU bargaining unit. This position is neither a Deputy District Attorney who acts in the District Attorney's stead nor an Assistant District Attorney who would likewise function in a management capacity. On the contrary, the proposed Administrative Assistant/DA position is performing high-level clerical duties with supervisory support. Therefore, I believe that the Paralegal position should be reclassified to an Administrative Assistant/DA classification but assigned to the SEIU bargaining unit.

Request - Reclassify a 911 Dispatcher in the Sheriff's Department to an Office Technician.

In reviewing the justification to reclassify a Dispatcher to an Office Technician, it was stated that this position would assist both the existing Office Technician and Administrative Assistant positions because job assignments have been increasing and additional support is necessary to complete the added tasks. Support staff may be necessary to accommodate the added tasks, however, the primary function of the added staff is strictly support and would not be performing the full functions of each of these positions. From time to time, support staff may be required to temporarily take on tasks that the Office Technician and/or Administrative Assistant perform, however, the support activities would still be primary. I suggest that a reclassification is necessary based on the added tasks in this department, but the reclassification would be to that of a Senior Office Assistant. I do not believe that the support activities rise to the level of an Office Technician.

Request – Reclassify a Library Assistant II to a Senior Library Assistant.

Although the Library Assistant II works at a high level and takes on the responsibilities for day-to-day operation of the Library, the incumbent is simply demonstrating superior performance but within the parameters of the existing classification. This statement is supported by the Librarian's justification wherein she states that the incumbent "exhibits leadership skills and is always ready to take on additional duties" and "is a positive asset to the Library" as she "builds and maintains positive working relationships with the patrons and staff." At times, the Library Assistant II incumbent may be called upon to temporarily perform duties that are beyond her classification, however, her primary support functions fit those described in the job description of the Library Assistant II. Because the job functions have not changed to require a higher level of duties or a more complex level of duties, I do not believe that a reclassification is warranted.