

MARIPOSA COUNTY RESOLUTION NO. 90-171

A RESOLUTION ESTABLISHING POLICY GRANTING DEPARTMENT HEADS  
AUTHORITY TO HIRE AND RETAIN EMPLOYEES AT ADVANCED STEPS

WHEREAS, the Board of Supervisors has reviewed the mechanism for advance step employment for new employees and continuing employees and determined to delegate that authority to the various Department Heads and Administrative Officer;

NOW, THEREFORE, BE IT RESOLVED that the following policy statement will govern the advanced step process.

DELEGATION OF APPOINTMENT TO ADVANCED STEP

It is the policy of the Board of Supervisors that Department Heads shall have the discretion to hire new employees at a salary above the first step given consideration of the following criteria in priority order:

1. Availability of budgeted funds.
2. Whether the employee would accept the position without the advanced step appointment.
3. Previous salary of the prospective employee.
4. Recruitment difficulties.
5. Concerns regarding retention of employees.
6. Experience of the prospective employee.

It is the policy of the Board of Supervisors that Department Heads have full discretion regarding the implementation of advanced step appointments given the availability of budgeted funds and these criteria. The Department Heads are aware that through the constraints of this policy the Board anticipates that a fairly modest number of advanced step appointments will be made by Department Heads.

It is the intention of the Board that in no case will an advanced step appointment be made by a Department Head when here are insufficient budgeted funds available to finance that appointment in the salary and benefits portion of the departmental budget.

DELEGATION OF ADVANCEMENT OF EMPLOYEES MORE THAN  
ONE MERIT STEP

It is the policy of the Board of Supervisors that Department Heads shall have the discretion to advance existing employees who show exceptional performance beyond a

single merit step under the following conditions:

1. Availability of budgeted funds.
2. Employee has shown exceptional performance as documented through performance evaluation and department head personal observation; not good performance, but documented exceptional performance.
3. At a minimum, performance must indicate assumption of duties outside of scope of job classification; willingness to develop processes, policies, procedures or mechanisms to advance overall County objectives; assumes responsibility for activities and objectives of position, department and County; represents the County well to the public, client groups, and fellow employees. This listing is not exhaustive.
4. No more than one step over the step a "normal" merit increase (based upon good performance) would warrant.
5. Advancement occurs only at the time of regular merit review.
6. Documentation specifically supporting the recommended advancement be forwarded to the Personnel Office for approval prior to discussion with involved employee.

It is the policy of the Board of Supervisors that advancement based upon this policy will only occur when the constraints of the policy are addressed in writing to the Personnel Office to the satisfaction of the Administrative Officer.


Mariposa County Resolution No. 89-58 is hereby amended and superseded in its entirety.

PASSED AND ADOPTED this 3rd day of April 1990, by the Board of Supervisors of Mariposa County by the following vote:

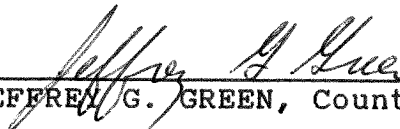
AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH  
NOES: TABER  
ABSENT: NONE  
ABSTAINED: NONE

  
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ARTHUR G. BAGGETT, JR., Chairman  
Mariposa County Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM & LEGAL SUFFICIENCY:

  
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JEFFREY G. GREEN, County Counsel