RECOMMENDED ACTION AND JUSTIFICATION:
Approve the 2007/08 reclassification requests as recommended to be effective January 1, 2008; Approve budget actions reducing the General Contingency by $3,119 to fund the recommended reclassifications. During the Fiscal Year 2007/08 budget process, several departments submitted requests for reclassifying certain positions within their departments. The attached memorandum contains the recommended action relative to those requests.

It should be noted that three requests are still outstanding and will be presented to the Board in the near future.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
During the 2007/08 budget process the Board directed staff to review the reclassification requests and to come back with a recommendation.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
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<tr>
<th>Financial Impact?</th>
<th>Yes</th>
<th>No</th>
<th>Current FY Cost: $3,119</th>
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<td>Budgeted In Current FY?</td>
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<td>Amount in Budget:</td>
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Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
(X) General
(X) Other

CLERK'S USE ONLY:
Res. No.: 38
Ord. No.: 
Vote – Ayes: 
Noes: 
Absent: 
(X) Approved
(X) Minute Order Attached
(X) 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

COUNTY ADMINISTRATIVE OFFICER:
✓ Requested Action Recommended
No Opinion
Comments:

CAO: 

Revised Dec. 2002
TO: RICHARD J. BENSON, CAO
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Approve the 2007/2008 Reclassification Requests as Recommended to be Effective January 1, 2008; Approve Budget Actions Reducing the General Contingency by ($3,119) to Fund the Recommended Reclassifications (4/5ths Vote Required)

RESOLUTION 08-138

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 8, 2008

ACTION AND VOTE:

Richard J. Benson, County Administrative Officer/Personnel/Risk Manager;
Approve the 2007/2008 Reclassification Requests as Recommended to be Effective January 1, 2008;
Approve Budget Actions Reducing the General Contingency by ($3,119) to Fund the Recommended Reclassifications (4/5ths Vote Required)

BOARD ACTION: Rick Benson reviewed the reclassification requests and recommendations.
Chair Turpin asked that the following two recommended reclassification requests be considered first: an Office Assistant II to Senior Office Assistant in the Probation Department and in the District Attorney’s Office.

Input on these two requests was provided by the following:
Bob Brown, District Attorney, provided input on the process and relative to the request.

(M)Aborn, (S)Bibby, Res. 08-138 was adopted approving the recommended reclassification request from the Office Assistant II to the Senior Office Assistant in the Probation Department and in the District Attorney’s Office; with an effective date of January 1, 2008; and approving the budget action/Ayes: Unanimous.

Discussion was held relative to the reclassification requests for the Office Assistant II and the Fire Services Assistant within the Fire Department. Sandi Laird/Administration-Administrative Analyst provided input relative to the request.

Discussion was held relative to the reclassification request for the 4-H Coordinator in the Farm Advisor’s Office; and input on this request was provided by the following:
Karen Robb, Farm Advisor, provided input on the history of the position and the request for reclassification.
Sandi Laird provided input relative to the history of the classification and compensation study and relative to this request.

Discussion was held relative to the department looking at extra help to alleviate some of the workload of the position and relative to looking at merit/equity issues for the position.
Ruth Catalan commented on this position’s work with the Ag in the Classroom program; and she questioned why a stipend or equity adjustment couldn’t be done.

Paul Chapman agreed with Ruth Catalan and stated he feels the job description for the position has changed.

Karen Robb read a letter from Codie Hart/4-H Council President in support of the reclassification. Donna Wice, 4-H Coordinator, presented information in support of the reclassification request for her position.

Cathi Boze, Agricultural Commissioner, stated she is supportive of agriculture and the reclassification request; and she commented on salary and job duty comparisons between the Master Gardener Program Coordinator position and the 4-H Coordinator. She also presented information showing the duties for the 4-H Coordinator position when Wain Johnson was Farm Advisor and commented on the changes since then.

Dan Wice, husband to Donna Wice, provided input relative to the questions raised about the job description and comparison of duties with other counties; and he commented on the shift in responsibility for the 4-H program from the County Director to the 4-H Coordinator.

Discussion was held. (M)Aborn, to approve the reclassification as requested for the 4-H Coordinator, was held pending further discussion. Rick Benson noted that the request is for a new position and the salary for the position has not been addressed. Further discussion was held relative to the request; considering a merit/equity adjustment, and the workload.

Donna Wice provided additional input relative to the new training requirements from the University of California for the 4-H leaders.

Supervisor Aborn restated his motion, (S)Fritz, to request that the County Administrative Officer look at the job description for the 4-H Coordinator position to see if it needs to be modified to address the new duties being taken on, and to address the equity issue; and further direction was given for this matter to be brought back to the Board as soon as possible. Further discussion was held relative to the workload issue and Chair Turpin referred this issue to the Farm Advisor to address. Further discussion was held relative to the change in duties for the Farm Advisor/County Director with respect to the 4-H program; and Karen Robb provided input. Rick Benson responded to a question from the Board relative to the process for an equity adjustment. Sandi Laird noted that the market and internal salary structure would also be reviewed and advised that this is a meet and consult item. Ayes: Unanimous. Rick Benson commented on the reclassification process and commended Sandi Laird for her work with these requests.

Cc: Karen Robb, Farm Advisor
    Bob Brown, District Attorney
    Jim Wilson, Fire Chief
    Chris Ebie, Auditor
    Gail Neal, Chief Probation Officer
    Sandi Laird, Personnel
    File
### BUDGET ACTION FORM

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<th>DESCRIPTION</th>
<th>PROJECT</th>
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### TRANSFER BETWEEN FUNDS

|      |         |         |                            |         | **TOTALS** | **$0** | **$0** |

ACTION REQUESTED: (Check all that apply)

- (X) 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 to another, or between categories within a budget unit;

JUSTIFICATION: To fund recommended reclassification of Office Assistant II to Senior Office Assistant effective 4/1/08.

DEPT HEAD SIGNATURE: ________________________ DATE: 3-17-08

APPROVED BY RES NO: 03-07 CLERK: ________________ DATE: 4-8-08

DISTRICT ATTORNEY: ________________________

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 11/95
### BUDGET ACTION FORM

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### TRANSFER BETWEEN FUNDS

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**TOTALS**

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**ACTION REQUESTED:** (Check all that apply)

- [X] 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 to another, or between categories within a budget unit;

**JUSTIFICATION:** To fund recommended reclassification of Office Assistant II to Senior Office Assistant effective 4/1/08.

---

**DEPT HEAD SIGNATURE:**

**APPROVED BY RES NO.:** 08-158

**CLERK:**

**DATE:** 3-17-08

**DATE:** 4-8-08

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**PROBATION**

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**AUDITOR'S USE ONLY**

**BA #**
April 8, 2008

TO: Board of Supervisors

FROM: Richard J. Benson, County Administrative Officer

SUBJECT: 2007 Reclassifications

The following reclassification requests were presented to the Board during the 2007/2008 fiscal year budget hearings and have been reviewed by staff with recommendations.

- Office Assistant II - Probation Department
  Reclassify to Senior Office Assistant
- Office Assistant II - District Attorney
  Reclassify to Senior Office Assistant
- Office Assistant II - Fire Department
  Reclassify to Fire Services Assistant
- Fire Services Assistant - Fire Department
  Reclassify to Administrative Assistant
- 4-H Coordinator - Farm Advisor
  Reclassify to 4-H Program Manager

**Recommended Reclassifications**

**Office Assistant II ($1,774-$2,156/mo.) SEIU - Probation Department**
**Recommendation: Reclassify to Senior Office Assistant ($1,940-$2,359/mo.) SEIU**

The essential functions performed by the incumbent in this position have risen to a higher level in that they have increased in specialization and complexity. The duties performed by this Office Assistant II are now comparable to those performed by another Senior Office Assistant within the department and exceed the skill level of an Office Assistant II. Based on this analysis, it is recommended that the Office Assistant II classification be reclassed to a Senior Office Assistant.
Office Assistant II ($1,774-$2,156/mo.) SEIU – District Attorney
Recommendation: Reclassify to Senior Office Assistant ($1,940-$2,359/mo.)
SEIU
The essential functions performed by the incumbent in this position have risen to a
higher level in that they have increased in specialization and complexity. One notable
change is that the incumbent is now responsible for training and certifying staff on the
California Law Enforcement Telecommunications System. Other duties outside the
framework of the job description have been added so that the duties mirror those of
others in the Senior Office Assistant classification. Based on these modifications, it is
recommended that the Office Assistant II classification be reclassified to a Senior Office
Assistant.

It is recommended that the effective date for each reclassification be January 1, 2008
and the salary for each be paid retroactively. Pursuant to section 6.2.3 “Promotion” of
each of the governing Memoranda of Understanding, when an employee is “reassigned
to a position in a new class with a higher maximum salary than the previous class, the
employee’s salary shall be adjusted to the existing step of the new range which shall
be at least five percent higher than the employee’s existing salary or the top step of the
new range if 5% cannot be achieved.” In that regard, it is further recommended that
the incumbents’ salary in each of the above reclassifications be increased to a step to
incorporate the minimum 5% salary adjustment.

Reclassifications not Recommended

Office Assistant II ($1,774 - $2,156/mo.) SEIU – Fire Department
Request: Reclassify to Fire Services Assistant ($2,466 - $2,997/mo.)
Upon review, we have found the duties of the incumbent to be consistent with the job
description of an Office Assistant II. A major job duty is to enter data into a specialized
software program. This is precisely the type of skill required of an Office Assistant II.

The department has requested this reclassification in part due to the projected growth
within the department and in anticipation of changes within the department. Volume
of work and potential changes are not criteria for recommending a reclassification.
Based on the above, it is recommended that this request be denied.

Fire Services Assistant ($2,466 - $2,997/mo.) – Fire Department
Request: Reclassify to Administrative Assistant ($2,915 - $3,543/mo.)
Due to the unique needs of the Fire Department, the Fire Services Assistant position
was specifically created for the department to perform administrative duties to support
department management. Upon review, we have found that the duties of the
incumbent are consistent with the job specification. Although the position entails a
great deal of responsibility, this level of responsibility is consistent with what was
envisioned when the position was established.

The department has requested this reclassification in part due to the projected growth
within the department and in anticipation of changes within the department. Volume
of work and potential changes are not criteria for recommending a reclassification.
Based on the above, it is recommended that this request be denied.
4-H Coordinator ($2,393 - $2,909) - Farm Advisor

Request: Reclassify to proposed 4-H Program Manager

This request entails creating a new position (4-H Program Manager) and then reclassifying the 4-H Coordinator into that newly created position.

The 4-H Coordinator is a singleton position created expressly for the Farm Advisor’s office. The job description for this position was created in consultation with the incumbent in 2004. Upon review, it was found that the current duties continue to be very much in accordance with the job description.

The department has indicated that since 2004 there has been significant growth in the program leading to more work and more meetings to attend. Volume of work is not a criteria for recommending a reclassification.

The incumbent has a critical function for a vital program within the County. There is no question that she provides a valuable service and does it well. However, since the duties fall well within the current job specifications neither a reclassification nor the development of a new position is recommended.

Summary of Recommendations

1. Approve the reclassification of one Office Assistant II to a Senior Office Assistant within the Probation Department.
2. Approve the reclassification of one Office Assistant II to Senior Office Assistant within the District Attorney's Office.
3. Deny the reclassification of one Office Assistant II within the Fire Department.
4. Deny the reclassification of one Fire Services Assistant within the Fire Department.
5. Deny the reclassification of one 4-H Coordinator within the office of the Farm Advisor.
6. Approve the budget actions transferring funds to the appropriate budget units to accommodate the increased salaries reducing contingencies by $3,119.