RECOMMENDED ACTION AND JUSTIFICATION:

Review and approve recommended actions regarding 2001 reclassification requests. Please see attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors reviews and acts on reclassification requests each year.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board of Supervisors may approve, deny, or deny with findings.

COSTS: (x) Not Applicable
A. Budgeted Current FY $ 
B. Total Anticipated Costs $ 
C. Required Additional Funding $ 
D. Internal Transfers $ 
SOURCE: ( ) 4/5ths Vote Required $ 
A. Unanticipated Revenues $ 
B. Reserve for Contingencies $ 
C. Source Description: 
Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Staff Report

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as: 
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

ATTEST:
MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

BY:
Deputy

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Action Form Revised 5/92
January 8, 2002

To: Board of Supervisors

From: Greg Iturria, County Administrative Officer

Subject: 2001 Reclassification Recommendations

BACKGROUND

Our Memorandums of Understanding with SEIU and MCMCO specify that employees or department heads may request reclassification of an existing position annually during the month of October. The process requires the Administrative Officer to review the requests and recommend one of three actions for each reclassification request.

⇒ Approval;
⇒ Denial with direction to the department head to assign only those duties that are within the employee’s current job description; or
⇒ Denial with a finding that the duties performed are reasonably consistent with the existing job description.

The Administrative Officer’s recommendations are transmitted to the affected employee organization prior to docketing for Board action, and the Board must act on the recommendations within twenty days of receiving them. An employee organization may appeal the decision of the Board to arbitration. The arbitrator cannot direct that a reclassification be approved; however, if the arbitrator finds that the employee has been working out of class, the County must pay the employee for the time worked out of class and either reclassify the employee or remove the higher level duties. Any reclassification approved by the Board becomes effective December 1, 2001.
HUMAN SERVICES DEPARTMENT

PROGRAM ASSISTANT

Request: Reclassify existing Program Assistant position to Program Manager.

Recommendation: Deny request and direct the Human Services Director to hold position responsible only for drafting policy for approval by the Human Services Director or Deputy Director of Social Services.

Discussion:

There are two Program Assistant positions within the Human Services Department. One position has management and supervisory responsibilities for the Employment Services and Fraud Investigations Units, and the Foster Family Home Licensing program. The other position has management and supervisory responsibilities for the Eligibility and In-Home Supportive Units. Both positions currently report directly to the Human Services Director and are both requesting to be reclassified. The current classifications and requested classifications are Merit Systems positions.

The Program Assistant was originally developed for Mono County to satisfy their need for a branch manager. This branch manager supervises eligibility workers, social workers, and clerical staff in one location. This class was designed to cover multiple programs or a larger program without first line supervisors between the workers and the Program Assistant in a smaller organization. Its definition and typical tasks are meant to be broad and general in order to facilitate possible uses in other areas. This position must function independently and have extensive decision-making responsibilities with significant consequence of error. The classification incorporates the scope of duties and responsibilities of a Program Manager, Staff Services Analyst, and the first line program and staff services supervisor.

The only significant difference between the Program Manager and Program Assistant classification is that the Program Manager develops and implements policies, while the Program Assistant reviews and applies policies. Both positions state that they are currently responsible for developing and implementing policy.

During the Final Budget Hearings for Fiscal Year 2001-02, the Board of Supervisors approved a Deputy Director of Social Services position. This position will report to the Human Services Director and in the organizational chart have supervisory responsibilities of the Program Assistants. Staff is currently working on bringing the Deputy Director of Social Services classification and salary to the Board for approval. It is hoped that this position will be in place by the spring of 2002 and will alleviate some of the job responsibilities of the Human Services Director.
HUMAN SERVICES DEPARTMENT

OFFICE ASSISTANT II

Request: Reclassify existing Office Assistant II position to Senior Office Assistant.

Recommendation: Deny the reclassification request and make a finding that the duties performed are reasonably consistent with the existing job description.

Discussion:

The Office Assistant II is responsible for performing a variety of clerical duties and to type a variety of materials. Employees within this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for performing general clerical work of average difficulty. Several positions are allocated throughout the county.

The incumbent is currently working in the Employment Services division of the Social Services Department and primarily provides receptionist duties for the division as well as providing general clerical support. Receptionist duties include greeting walk in clients and assessing which program within the division can best serve their needs, and receiving and forwarding incoming telephone calls. Additional duties include receiving, sorting and distributing incoming mail, preparing case files, ordering supplies, conference room scheduling, typing correspondence and special projects, periodically training CalWORKs clients on typical clerical functions, entering cases on the computer, and scheduling appointments. These duties are all performed within a framework of established procedures under general supervision and are consistent with the Office Assistant II job description. Neither the immediate supervisor nor the manager supported the reclassification request.

PUBLIC WORKS

SENIOR MAINTENANCE WORKER - ROADS

Request: Reclassify existing Senior Maintenance Worker – Roads to Maintenance and Construction Supervisor – Sign Shop.

Recommendation: Deny and direct Department Head to relieve position of budget development and personnel evaluation duties. However so as not to overload the Road Superintendent, the Public Works department should look at organization structure to accommodate these responsibilities.

Discussion:

The Senior Maintenance Worker – Roads position performs a variety of skilled and semi-skilled tasks in relation to road repair and heavy equipment operation. Employees receive limited supervision within a broad framework of policies and procedures, and may direct and monitor the work of others in a lead capacity. This position is also assigned to the County sign shop and is responsible for installing and
maintaining county road signs and other traffic control devices. In addition to this position there is also a Maintenance Worker II – Roads assigned to the sign shop.

Because of the large work load currently being handled by the Road Superintendent, the Senior Maintenance Worker assigned to the sign shop has been developing the annual budget for sign shop operations as well as assigning and planning the work of the Maintenance Worker II and periodic Extra-Help employees. This position has also been performing personnel evaluations. The additional duties are management responsibilities and are not within the job functions of a Senior Maintenance Worker – Roads.

To reclassify the position to Maintenance and Construction Supervisor would make the sign shop “top heavy” in staffing, especially given the fact that the County sign shop routinely only employs two employees. The Maintenance and Construction Supervisor would have to be modified to include sign shop job functions and responsibilities. A better fit would be to modify the current organizational structure within the Road Division to accommodate the sign shop management responsibilities. This organizational structure would of course be brought back for Board approval.