RECOMMENDED ACTION AND JUSTIFICATION:

Review and approval of the Request for Proposal (RFP) to provide a classification and internal salary study for the County of Mariposa. The last classification study was done in 1988, and now many of the County job specifications are outdated and obsolete, as seen by the increasing number of reclassification requests and comprehensive department reorganizations submitted each year. In addition, the internal salary relationships between classifications are not uniform and require revision, which is witnessed during the negotiation process.

The results of the classification and internal salary study will include updated classifications, appropriate allocation of positions to classifications, and a uniform internal salary relationship between classes. All recommendations resulting from the study will be brought to the Board for review and approval. It is hoped that the study will be completed by November 2002.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the budget hearings for Fiscal Year 2001-02 the Board recognized the need for this study and approved funding in the Personnel budget for a classification and internal salary survey.

Each of the unions representing Mariposa County employees received a copy of the RFP.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the Request for Proposal. Mariposa County's job classifications and salary relationships will continue to be revised and updated as they are brought to the attention of County Administration through the reclassification process, comprehensive department reorganizations, and equity adjustments through the negotiation process. This will result in more time being spent by the Board of Supervisors, County Administrative Officer, County Counsel, the Personnel Department, and staff on these issues rather than other County issues and projects.

COSTS: ( ) Not Applicable
A. Budgeted Current FY $65,000
B. Total Anticipated Costs $65,000
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:
Request for Proposal
Employee Allocation Schedule
Job Classifications & Salary Ranges
Schedule of Salary Ranges

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further Action

Comment:

CAO's Initials: [Signature]

CLERKS USE ONLY:
Res. No. 02-50
Vote - Ayes: [Signature]
Ord. No. Noes: [Signature]
Absent: [Signature] Abstained: [Signature]
Approved ( ) Denied
( ) Minute Order Attached ( ) 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: [Signature]

Deputy

Action Form Revised 5/92