RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X ___)

Review and approve recommended actions regarding 2000 reclassification requests as listed in 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 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
- Summary of Reclassification Request Recommendations

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
- [X] Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: ____________________________

C.A.O. Initials: _______________________

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

Action Form Revised 5/92
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: GREG ITURRIA, County Administrative Officer

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: 2000 Reclassification Requests
Res. –01-133

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 8, 2001

ACTION AND VOTE:

Greg Iturria, County Administrative Officer;
Review and Approve Recommended Actions Regarding 2000 Reclassification Requests as Listed in the Staff Report

BOARD ACTION: Discussion was held with Greg Iturria relative to the requests and his recommendations.

Input was provided by the following:
Lisa Edelheit, SEIU Local 535, discussed the reclassification process and her concerns. She advised that they agree with the recommendation to approve the reclassification request for the office assistant II position in the Family Support Division to a legal secretary. She provided input and urged the Board to approve the following reclassification requests: property mapper in the Assessor’s Office; accounting technician in the Family Support Division; two account clerks in Public Works; accounting technician in the Treasurer’s Division; and account clerk in the County Clerk’s Division.

Eddie Ellis, property mapper in the Assessor’s Office, stated he has worked in this position for sixteen years and there has been no change in the job description for 26 years. He advised of changes with automation.

Marjorie Wass, Assistant Treasurer/Tax Collector, advised that Don Phillips, Treasurer/Tax Collector, was unable to be present. However, he is in full support of the two requests for reclassification in his office. She advised that she is also representing the employee for the reclassification request to change an account clerk to an election clerk. She agrees with the need to update the job classifications for the County. She presented job descriptions for the positions and their justification for the reclassifications.

Shannon DeLouiz, Accounting Technician II in the Tax Collector’s Office, presented a copy of the letter the Auditor wrote supporting her request for a reclassification. She advised that after her discussion with the Union, it was determined to use the reclassification process.
Kathy Binon, Accounting Technician I in the Child Support Services Office, commented on the changes in the position over the last eight years – separation from the District Attorney Department, preparation of County and State budgets and reports.

Mona Wass, Account Clerk III in the Public Works Department, advised of changes in workload for her position since 1992 – all of the districts were added for tracking the billings, handling disconnect notices, meter reading, processing cash statements, and doing timecards for the department.

Discussion was held by the Board concerning the input and relative to conducting a comprehensive review of the job classifications. Greg Iturria advised there are three options for a study: 1) rewrite and broaden the job descriptions; 2) in addition, review compensation based on level of responsibility and knowledge required for each position; and 3) in addition, conduct market equity research.

Lisa Edelheit presented additional information relative to the job duties and the narrowly defined job descriptions.

Becky Crafts, Supervising Appraiser and President of MCMCO, commented on the inconsistency in changes in the job classifications, and stated she agrees with the need for a comprehensive study.

Lisa Edelheit stated she feels there is a significant amount of work being done out of classification and urged more consideration before taking action to approve the recommendations.

(M)Pickard, (S)Parker, Res. 01-133 adopted approving recommended actions regarding 2000 reclassification requests as listed in the staff report. Further discussion was held. Supervisor Reilly stated she would like more information concerning this matter. Supervisor Parker withdrew his second. Motion was seconded by Supervisor Stewart. Discussion was held relative to requests by employees that are not represented by the Union and how to address those issues. Ayes: Balmain, Stewart, Parker, Pickard; Abstained: Reilly. Supervisor Parker suggested that more detailed information on the requests be made available to the Board members. He also asked about the responsibility of the department head in the case of the reclassification request in the County Clerk’s Office for issuing licenses, etc. Marjorie Wass commented that they feel this particular employee is performing the duties of another job description. Supervisor Parker commented on additional information that is provided to the Board at the last minute, and he stated he would prefer to receive the information in advance for review.

cc: Auditor
    Public Works
    Assessor
    Treasurer/Tax Collector/County Clerk
    DA – Criminal
    Family Support
    Personnel
    Mary Hodson, Administration
    File
Date: April 24, 2001

To: Board of Supervisors

From: Greg Iturria, County Administrative Officer

Re: 2000 Reclassification Recommendations

Recommendation

Deny all but one request for reclassification. Approve reclassification of soon to be vacant Office Assistant II position in the Family Support Division to the Legal Secretary classification.

Background

Presented for your consideration and action are my recommendations regarding requested reclassifications received in October 2000. There were originally 14 requested, but one was withdrawn upon an agreement for temporary adjustment. The temporary adjustment is in place until consideration of a structural reorganization of the Human Services Department is completed.

In 1999 there were ten requests for reclassification.

The number of requests for reclassifications is anticipated to remain high until the County's classifications are updated.

Problem

The County's classification descriptions are outdated and narrowly defined.

As noted in last year's report, the reclassification review process is becoming increasingly difficult because it has been so long since a comprehensive classification study has been carried out. The current classifications were written describing specific duties and procedures in place well over a decade ago. Since that time great advances in technology have developed and new administrative practices have been initiated (largely by State mandate) that are increasingly complex. In addition, by mandate or fiscal necessity, many departments have

Mariposa County - An Equal Opportunity Employer
had to “blend” funding sources and the provision of services, requiring various staff to work on a great breadth of programs.

Small counties (with small departments) have the challenge of carrying out the same mandates and providing the same services as larger counties, but with fewer professionals and support staff. This forces all of us to be “generalists” that must be able to work on a great breadth of specific work duties. Support and professional staff must often work on fiscal issues, personnel issues, provide direct customer service, and perform strategic organizational planning on a day-to-day basis. They cannot refer this work to their department’s fiscal division, personnel division, customer service division, and strategic planning unit, because no such units exist in small counties. However, our classification specifications are nearly written that specific, as if we were a large county organization with narrowly focused, specialized positions.

For example, there are many support positions in the Account Clerk and Accounting Technician series that must perform much more than accounting related work, such as personnel, elections, customer service, legal document preparation, minor computer maintenance, and filing. These other duties are not described in their classifications, but they are also not of a higher level of responsibility or difficulty. A higher level of classification is not warranted. The classification simply needs to be rewritten.

The new requirements and long existing requirements for staff to work on a breadth of programs and tasks, and the advances in the tools (technology) to carry out these duties, necessitate much broader classification descriptions than which currently exist. The Interim Personnel Officer concurs with this conclusion and as part of his 2001/02 budget request is asking to fund a classification study.

Other Reclassification Request Issues

Some requests for reclassification seem to be more of an attempt to address a compensation issue than a classification description issue. Specific issues include:

Compaction: Classification series where there is great differences in levels of responsibility and knowledge required, but little or no difference in salary.

Internal Inequity: Classification series where there is great differences in salary, but little or no difference in levels of responsibility and knowledge required.

Market Inequity: Classifications with salaries that may be well below comparable positions in private sector and other local government.
### October 2000 Reclassification Request Recommendations

**Issue Legend**
- O/C – Working out of class; reorganization issue.
- Comp – Not working out of class; possible compensation issue.
- Dated – Dated classification; classification does not reflect modern work environment.
- N/A – Not applicable; no issue.

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td>Property Mapper</td>
<td>Drafting Services Tech.</td>
<td>Dated</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Classification out-dated, but current duties are at the same level of responsibility as those described in the classification.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>Assistant Auditor</td>
<td>A.A./H.T.E. Coordinator</td>
<td>Comp/Dated</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Classification out-dated, but current duties are at the same level of responsibility as those described in the classification. Compensation for classification may not be aligned with market and responsibilities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>Account Tech. III</td>
<td>Payroll Specialist</td>
<td>Dated/Comp</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out classification. However, the classification should be broadened to include more personnel related matters. Compensation for this position may also need to be reviewed when other professional positions receive a market equity review.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Attorney</td>
<td>Deputy DA III</td>
<td>Assistant DA</td>
<td>Comp</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Compaction problem between Dep DA II and Dep DA III. The two classes have significantly different levels of responsibility and required abilities, but are nearly equal in compensation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Current Classification</td>
<td>Requested Classification</td>
<td>Issue</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Family Support</td>
<td>Account Tech. I</td>
<td>Account Tech. III</td>
<td>Dated</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Classification description for Account Tech I is not much different than that of the Account Tech III. The only real difference is in the amount of discretion and judgement used. Program Manager will have to be available to assist in making judgement calls for person to remain in this classification. If department wishes to give the judgement to the position then this is a reorganization issue. In either case, the classification description between the two classes should show a greater difference in responsibilities and minimum abilities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Support</td>
<td>Office Assistant II</td>
<td>Legal Secretary</td>
<td>O/C</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is currently spending the majority of time working almost exclusively with legal documents, filings, and procedures. The Legal Secretary classification describes and details the typical duties that the position is currently performing. If the position became vacant, the department would be requesting the person filling the vacancy to have considerable knowledge of legal documents and processes. The department should have requested the reclassification prior to directing the position to work on more complex legal procedures.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services</td>
<td>Acct. Clerk III</td>
<td>none specified</td>
<td>Comp</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Immediate supervisor noted concern that classification has insufficient compensation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Srvs.</td>
<td>Office Technician</td>
<td>Administrative Sup.</td>
<td>O/C</td>
</tr>
<tr>
<td>Reclassification request withdrawn.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Current Classification</td>
<td>Requested Classification</td>
<td>Issue</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Human Svcs.</td>
<td>Account Clerk II</td>
<td>Account Clerk III</td>
<td>N/A</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td>Position is not working out of classification. The main difference between the Account Clerk II and the Account Clerk III classification is the degree of difficulty of work requirements. The duties described are consistent with that of an Account Clerk II.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.W. – Administration</td>
<td>Account Clerk III</td>
<td>Account Tech. II</td>
<td>N/A</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Position performing routine fiscal record maintenance with oversight by Fleet/Fiscal Manager.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.W. – Administration</td>
<td>Account Clerk III</td>
<td>Account Tech. I</td>
<td>N/A</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. Position performs routine fiscal record maintenance with oversight by the Fleet/Fiscal Manager.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.W. – Solid Waste</td>
<td>S. W. Coordinator</td>
<td>none specified</td>
<td>Comp/Dated</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>Position is not working out of classification. The classification description of the Solid Waste Coordinator needs to be updated to include the management/supervision of the four transfer stations and personnel, as well as the possible inclusion of the co-composting project and its additional responsibilities and duties. Compensation for this position may also need to be reviewed when other professional positions receive a market equity review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Current Classification</td>
<td>Requested Classification</td>
<td>Issue</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Account Tech. II</td>
<td>Account Tech. III</td>
<td>Dated</td>
</tr>
</tbody>
</table>

Recommendation: Deny

Comment: Position is not working out of classification. Classification description for Account Tech II is not much different than that of the Account Tech III. The only real difference is in the amount of discretion and judgement used. The Assistant Treasurer/Tax Collector will have to be available to assist in making judgement calls for person to remain in this classification. If department wishes to give the judgement to the position then this is a reorganization issue. In either case, the classification description between the two classes should show a greater difference in responsibilities and minimum abilities.

<table>
<thead>
<tr>
<th>Department</th>
<th>Current Classification</th>
<th>Requested Classification</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>Account Clerk II</td>
<td>Election Clerk I</td>
<td>Dated</td>
</tr>
</tbody>
</table>

Recommendation: Deny

Comment: Position is not working out of classification. Classification needs to be updated to accommodate occasional work in a similar level of administrative work that is not accounting related.
MEMORANDUM

DATE: May 8, 2001

TO: The Honorable Mariposa County Board of Supervisors

FROM: Christine Johnson, Mariposa County District Attorney

RE: May 8, 2001, Board Agenda - Reclassification Requests (Folder No. 10)

Marita Green will be appearing this afternoon to address any questions that you may have regarding the reclassification request for Kathy Binon to an Account Technician III from an Account Technician I position.

I have reviewed the County Administrative Officer’s recommendation for the reclassification of Kathy’s present position. The County Administrative Officer indicates that “the only real difference in the two positions is in the amount of discretion and judgment that is used.” This is just another way of saying that the Account Technician III is a position requiring a higher level of expertise in performing accounting tasks, which Kathy has demonstrated. She now maintains more complex accounting, statistical and budget records than were required when she was promoted to an Account Technician I in 1994. Kathy’s reclassification should not be denied because the “County’s classification descriptions are outdated and narrowly defined.” The sole issue should be whether or not she has been working out of classification and our position is that she has.

Referencing the County Administrative Officer’s statement that, “If department wishes to give the judgement to the position then this is a reorganization issue,” I do not see that as an issue before you in determining her reclassification. The Account Technician I is by title alone an entry level position. The Accounting Technician III position would necessarily require an increased level of knowledge and skills. If there is little difference in the two positions, then why three classifications. It is apparent that the County’s intention in creating three levels (I, II and III), was to define levels of responsibilities culminating in the Account Technician III position.

Further, you should note that the state has specifically discouraged the creation of new jobs and the restructure/reorganization of family support divisions during transition.

CJ/cj

Cc: Marita Green, FSD Director
    Kathy Binon, FSD Account Tech. I
MARIPOSA COUNTY

JOB TITLE: Elections Clerk I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of complex, specialized clerical duties related to elections and maintenance of election-related documents and to support all County Clerk functions. Elections Clerk I is a trainee position working under general supervision. This classification is expected to advance to an Elections Clerk II after two years. The Elections Clerk II performs at a full journey level and receives limited supervision within a broad framework of policies and procedures. The Elections Clerk II performs duties independently and exercises a significant amount of judgment in the performance of assigned duties; he/she may train and supervise the work of others in a lead capacity.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Verifies accuracy of voter registration cards received by mail and over-the-counter and notifies voter of sufficiency or insufficiency
- Accepts and reviews requests, mails out and processes returns of absentee ballots on a timely basis
- Produces precinct records and registration reports of voter files according to the schedule set out by state law
- Works with statewide system established by the Secretary of State to facilitate removal of duplicate or prior voter registrations and to facilitate reporting election results
- Enters information into computer, prints reports
- Generates special forms on the computer to be used in processing voter registrations
- Prepares a variety of financial reports, documents, correspondence, and records
- Performs a variety of clerical work associated with elections and County Clerk functions
MARIPOSA: Elections Clerk I/II

TYPICAL DUTIES (Cont'd):

- Files and maintains appropriate forms in accordance with Elections Code and Fair Political Practice Commission requirements
- Files and maintains records for County employees' Statements of Economic Interest
- Accepts passport applications
- Files Powers of Attorney and Notaries Public
- Gives loyalty oaths and oaths of office

Elections Clerk I/II:

- Cross-trains and provides back-up support for clerical functions of the Treasurer-Tax Collector's Office
- Attends job-related training and seminars as required
- Performs other related duties similar to the above in scope and function as required

Elections Clerk II, in addition:

- Assigns appropriate precinct, special district, and identification numbers; produces and edits change reports
- During election years, maintains records of absentee voter requests and absentee voters
- Contacts election precinct workers, makes up election boards for each precinct and prepares notices sent to election workers; arranges precinct locations and supplies
- Maintains an accurate voter outreach program as mandated by law including record keeping and annual reports
- Edits and merges Department of Motor Vehicle records into the computer with the automated voter file; maintains file to compile master lists as required
MARIPOSA: Elections Clerk I/II

TYPICAL DUTIES (Cont’d):

- Purges voter registrations per Elections Code and prepares mandated reports
- Issues marriage licenses and performs marriages when required
- Trains and supervises subordinate employees and precinct workers
- Prepares detailed requests for new computer programming for elections and maintains an operations manual for the use of these programs
- Submits reports to the state to obtain reimbursements for elections costs
- Prepares proper records and submits the necessary proposals to County Counsel for Special District elections and measures being placed on the ballot

EMPLOYMENT STANDARDS

Knowledge of:

- proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing
- financial record-keeping and reports
- correct English usage, spelling, grammar and punctuation

Elections Clerk II, in addition:

- laws and regulations established by the California Elections Code
- principles of supervision and training
MARIPOSA: Elections Clerk I/II

Ability to:

- understand, interpret and apply relevant laws, rules, policies and procedures
- maintain accurate records and files
- operate computer equipment and type accurately at a rate required for successful job performance
- make accurate arithmetical calculations
- compose correspondence and prepare routine reports
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

Elections Clerk II, in addition:

- supervise and train others
- work with County staff or outside vendors as necessary regarding computer programming requirements

MINIMUM QUALIFICATIONS:

Graduation from high school or GED and at least four years of increasingly responsible clerical experience including public contact. Elections Clerk II requires two additional years of experience executing duties equivalent to those performed by an Elections Clerk I in Mariposa County.
IMMEDIATE SUPERVISOR'S STATEMENT

[1] Does the description of the job as given by the employee accurately describe the tasks, duties, and responsibilities that are actually required of this position?

Yes [X]    No [ ]

If no, please indicate the tasks that should be added and/or deleted. (Write on back or use extra sheets as necessary)

[2] What additional information should be considered in evaluating the appropriate classification for this position?

Cindy has represented her current duties accurately. In review of the job description for her current classification and as her job duties have expanded in the past year, from point of hire, I feel a reclassification of her position is not only appropriate, but necessary. She is now able and has accepted the added duties as assigned in the Election part of this office in addition to the work in the County Clerk area. The work she is presently doing directly fits the job description for Elections Clerk I.

My recommendation is Election Clerk I - Step 2, I suggest Step 2 because she has been doing work in the election area since October 1999 when the candidacy period for the March Primary Election began.

Signature: Marjorie Wass

Name: Marjorie Wass, Assistant Treasurer/Tax Collector & County Clerk/Public Administrator

October 30, 2000
DEPARTMENT ADMINISTRATOR'S STATEMENT

(1) Do you agree with the Immediate Supervisor's statement? Yes ( x ) No ( )

If no, please indicate reasons below.

(2) Please indicate below any additional information, comments, and/or concerns that should be considered in the evaluation of the job content of this position.

When we originally did the change from an office assistant position to that of an account clerk, we were looking for someone with accounting or bookkeeping background. We found that in Ms Dale, and she has performed her duties very well.

Over time, this position has been needed more and more in the elections side of the county clerk's office. We are unable to use this person in elections without working her out-of-class, which causes us to use more extra help during elections. We have a need to use this employee even during non-election years in keeping up with voter registration and that of sick and vacation schedules for this small department.

Cindy has learned many of these functions, and is still learning more. She performs her assigned duties with normal accuracy and could handle the added responsibilities with little effort. I would recommend the reclassification from account clerk to election clerk I.

[Signature]

DON Z. PHILLIPS
TREASURER/TAX COLLECTOR
COUNTY CLERK-PUBLIC ADMN.
PO. BOX 96
MARIPOSA, CA 95338
MARIPOSA COUNTY

JOB TITLE: Accounting Technician III

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform difficult and complex accounting work involved in maintaining and reviewing financial and statistical data, and corresponding budgets and statements. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class functions at an advanced journey level and employees are expected to be thoroughly familiar with the accounting functions of their specific departments and other similar duties as assigned.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Maintains complex financial, statistical, budget or records.
- Maintains an accurate record of departmental expenditures.
- Allocates expenditures to appropriate coded accounts.
- Posts and balances general and subsidiary ledgers.
- Assists in the preparation of the budget for a variety of funds.
- Reconciles and maintains cash balances each month; maintains records of outstanding warrants.
- Prepares all Budget Action forms for any transfers and/or appropriations after reviewing for shortfall or program changes.
- Periodically checks supplies and ensures needs are met.
- Performs special department-related projects.
- Performs technical financial or statistical record keeping.
- Prepares periodic and special reports for the County, State and Federal agencies.
MARÍPOSA: Accounting Technician III

**TYPICAL DUTIES:** (Cont'd)

- Inputs into the computer new FY budget that includes actual expenditures, those requested and allowed, and other approved categories.

- Performs other related duties similar to the above in scope and function as required.

In the Public Works Department:

- Posts all Road Division cost accounting related working capital and by object expenditure ledgers and records.

- Receipts and deposits monies in appropriate funds for Roads, Solid Waste, County Engineer, Transportation Planning and Fleet Maintenance.

- Answers a variety of questions and radio calls.

- Maintains inventory control accounting system for Roads.

- Audits recap sheets for landfill and transfer sites. Calculates daily tonnages and waste for billing and compiling data for State Board of Equalization.

- Recaps manhours for Public Works divisions; compiles monthly reports.

- Maintains accurate records for all Zones of Benefit.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- computer systems and applications

- proper office methods, practices, and procedures including filing systems, and letter/report writing

- pertinent State, Federal and County laws, rules and regulations relating to accountability of funds

- governmental accounting and budgetary record keeping

- accounting principles and practices
DEPARTMENT ADMINISTRATOR'S STATEMENT

(1) Do you agree with the Immediate Supervisor’s statement? Yes (x) No ( )
If no, please indicate reasons below.

(2) Please indicate below any additional information, comments, and/or concerns that should be considered in the evaluation of the job content of this position.

Through the years and with the merge of the County Clerk’s Department with that of the Treasurer-Tax Collector, this position requires more individual decision making on a daily base.

With the expanded departments, the department head and the assistant department head are unable to focus on, as many of the daily decisions needed to be made in the tax department. The assistant is now working primarily in the voter registration/elections, and I am required to be gone a lot to meetings, training, and in all areas including the public administrator, passport issuance, vital records, elections, taxes, and with keeping abreast of the investment process.

The position does the exact same work in the tax department, as the Account Tech III in the Auditor’s department, along with helping with budgets, collecting taxes, balancing, tax apportionment’s to the auditor’s office, working with penalty review committee keeping minutes and helping make decisions of accepting and/or denying.

This position has expanded over the years by necessity, and is equal to other account tech III positions with whom this employee now works with.

[Signature]
IMMEDIATE SUPERVISOR'S STATEMENT

[1] Does the description of the job as given by the employee accurately describe the tasks, duties, and responsibilities that are actually required of this position?

Yes [X]    No [ ]

If no, please indicate the tasks that should be added and/or deleted. (Write on back or use extra sheets as necessary)

[2] What additional information should be considered in evaluating the appropriate classification for this position?

The tasks currently performed by Shannon best fit the Accounting Technician III classification. She has accurately addressed her duties and responsibilities. Shannon has furthered her accounting education, utilizing these skills in her present position. I recommend a reclassification of this position to Accounting Technician III based on the tasks she performs in reference to the typical tasks and employment standards of the Accounting Technician III job description.

Recommend Accounting Technician III - Step 4 (Step 3 would be with in a few dollars to Step 5 of her present salary/range)

Signature ________________________________

Name: Marjorie Wass, Assistant Treasurer/Tax Collector & County Clerk/Public Administrator

October 30, 2000
To: Mariposa County Administrative Officer

From: Ken Hawkins, County Auditor

Re: Reclass

My most fundamental reaction to Shannon De Louiz's request for reclass is one of comparability. We have an Accounting Technician III position in the Auditor's Office (Barbara Powell) whose major responsibility is maintaining tax rolls, calculating taxes and apportioning tax collections. I consider Shannon De Louiz to be comparable in all respects to the Property Tax Accounting Technician III position in the Auditor's Office.

Shannon has provided leadership in property tax, an area I feel is the most difficult and convoluted function of the Tax-Collector Office. Because of the intricacy involved in property tax maintenance and balancing, a team effort is needed by people in all three offices of the Assessor, Treasurer and Auditor. Shannon has assumed the necessary responsibility in the Treasurer's Office in order to assure the continued smooth operation of our county property tax system. In addition, since her department head is seldom available for direction, Shannon operates independently much of the time and has provided leadership in other areas such as budgeting and tax penalty review.

Shannon should be considered a team member and paid an amount comparable to her teammates. Without her efforts, our team of tax experts would have been staggered with the shortcomings which could have occurred in the Treasurer's Office if she had not stepped up.

Sincerely,

Ken Hawkins, Auditor