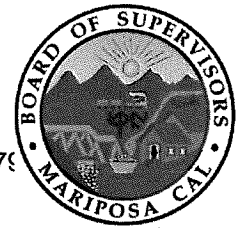


# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



## **RESOLUTION - ACTION REQUESTED 2015-466**

MEETING: October 6, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approval of a Mariposa County Job Classification Plan

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Mariposa County Job Classification Plan. Staff recommends approval of a Mariposa County Job Classification Plan.

A well-defined job classification system is the foundation for how an organization manages its most important resources--people. To this end, Mariposa County Human Resources/Risk Management Department staff, working in conjunction with consultant Bronda Silva from the Municipal Resource Group, developed a draft Classification Plan to achieve many aspects of its human resources management goals. This draft Classification Plan was also reviewed by the County's Department Heads and Bargaining Unit representatives.

This Classification Plan will serve as the official guideline and policy for Mariposa County's classification system. Good classification systems and plans include current, complete, and accurate class specifications, a classification hierarchy, definitions of classification levels, important allocation factors, supervisory/reporting relationships, supervisory types and definitions, classification/position study procedures, career ladders, and all policies that relate to County job classes.

Further, the purpose of classification of positions is to: (1) classify positions according to their common characteristics of kind of work, level of difficulty, degree of responsibility, qualification requirements, and other factors outlined later in this Plan; and (2) start as the initial formulation of policies and procedures, development of occupational structures and preparation of classification standards, technical evaluation guides, and other reference materials concerning classification work processes. The paramount qualification requirements of positions included in this Plan are the knowledge, abilities, and skills in position analysis and evaluation to determine appropriate pay scale, occupational grouping and job families, title, and functional level (or difficulty level) of positions.

Overall, the Plan serves as an aid to understanding the relationship of pay and position classification to appropriate and fair compensation, assignment of management responsibilities, and to other specialized fields of personnel management.

If the Board approves this Classification Plan, Bronda Silva, who is reviewing classification and reclassification requests that have been submitted for evaluation by the County's Department Heads, will use the allocation factors that are identified in the Plan as part of her evaluation of these requests.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Mariposa County does not have a Board approved Classification Plan.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**


A non-affirmative action on this request by the Board would require staff to continue to address job classification issues on a piecemeal basis.

**ATTACHMENTS:**

**Mariposa County Classification Plan September 2015\_2 (DOC)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
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Mary Hoatson, CAO 9/30/2015

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier