AGENDA OF (Date): 4/3/90

AGENDA TITLE:
Resolution establishing policy granting department heads authority to hire and retain employees at advanced steps

4/5ths Vote Required: Yes ___ No ___

IF TIMED:
( ) Public Hearing at:
( ) Public Input Anticipated
( ) Indicate Time Required:

STAFF REVIEW REQUIRED:
ROUTE: 

APPROVED AS TO FORM 

REMARKS:

SPECIAL INSTRUCTIONS TO CLERK:
___ Rush! Need to have signed documents by:
___ Legal publication required. (This is responsibility of the submitting department).
___ Other (i.e., need cert. resolutions, and/or signed contracts).
You want us to send copy of Action to: Personnel, Auditor, All Department Heads

CLERK'S USE ONLY:
RECEIVED: 3-28-90

By: ___

AGENDIZED FOR: 4-3-90

Agenda Item No: 8
Routine Agenda ______ Information ______ Attention ______ Timed at ______
RECOMMENDED ACTION AND JUSTIFICATION:
Approve and authorize Chairman to sign the attached Resolution establishing policy granting department heads authority to hire and retain employees at advanced steps (amends and supersedes Resolution #89-58).

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On February 21, 1989 the Board of Supervisors approved Resolution #89-58 granting department heads authority to hire at advance step appointment. This Resolution expands Resolution #89-58 by granting department heads authority to advance existing employees who show exceptional performance beyond a single merit step based on specified guidelines.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1) Authority would not be granted for advance merit steps.
2) Resolution #89-58 would not be superseded and would remain in effect as previously approved.

COSTS: ( ) Not Applicable
Budgeted current FY $________
B. Total anticipated costs $________
C. Required add'l funding $________
D. Source:

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $________
B. Unanticipated revenues $________
C. Reserve for Contingency $________
D. Description:
Balance in Reserve for Contingency if approved: $________

CLERK’S USE ONLY:
Res. No.: 90-171
Ord. No.: ______
Vote - Ayes: ______ Noes: ______ Absent: ______ Abstained: ______
Approved ( ) Denied ( ) Minutes Order Attached

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________
ATTEST: MARGIE WILLIAMS
County of Mariposa, State of CA
By: ______
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
- Recommended
- Not Recommended
- For Policy Determination
- Submitted With Comment
- Returned for Further Action
Comment: ____________________________
A.O. Initials: ____________
MARIPOSA COUNTY RESOLUTION NO. 90-171

A RESOLUTION ESTABLISHING POLICY GRANTING DEPARTMENT HEADS AUTHORITY TO HIRE AND RETAIN EMPLOYEES AT ADVANCED STEPS

WHEREAS, the Board of Supervisors has reviewed the mechanism for advance step employment for new employees and continuing employees and determined to delegate that authority to the various Department Heads and Administrative Officer;

NOW, THEREFORE, BE IT RESOLVED that the following policy statement will govern the advanced step process.

DELEGATION OF APPOINTMENT TO ADVANCED STEP

It is the policy of the Board of Supervisors that Department Heads shall have the discretion to hire new employees at a salary above the first step given consideration of the following criteria in priority order:

1. Availability of budgeted funds.
2. Whether the employee would accept the position without the advanced step appointment.
3. Previous salary of the prospective employee.
4. Recruitment difficulties.
5. Concerns regarding retention of employees.
6. Experience of the prospective employee.

It is the policy of the Board of Supervisors that Department Heads have full discretion regarding the implementation of advanced step appointments given the availability of budgeted funds and these criteria. The Department Heads are aware that through the constraints of this policy the Board anticipates that a fairly modest number of advanced step appointments will be made by Department Heads.

It is the intention of the Board that in no case will an advanced step appointment be made by a Department Head when here are insufficient budgeted funds available to finance that appointment in the salary and benefits portion of the departmental budget.

DELEGATION OF ADVANCEMENT OF EMPLOYEES MORE THAN ONE MERIT STEP

It is the policy of the Board of Supervisors that Department Heads shall have the discretion to advance existing employees who show exceptional performance beyond a
single merit step under the following conditions:

1. Availability of budgeted funds.

2. Employee has shown exceptional performance as documented through performance evaluation and department head personal observation; not good performance, but documented exceptional performance.

3. At a minimum, performance must indicate assumption of duties outside of scope of job classification; willingness to develop processes, policies, procedures or mechanisms to advance overall County objectives; assumes responsibility for activities and objectives of position, department and County; represents the County well to the public, client groups, and fellow employees. This listing is not exhaustive.

4. No more than one step over the step a "normal" merit increase (based upon good performance) would warrant.

5. Advancement occurs only at the time of regular merit review.

6. Documentation specifically supporting the recommended advancement be forwarded to the Personnel Office for approval prior to discussion with involved employee.

It is the policy of the Board of Supervisors that advancement based upon this policy will only occur when the constraints of the policy are addressed in writing to the Personnel Office to the satisfaction of the Administrative Officer.

Mariposa County Resolution No. 89-58 is hereby amended and superseded in its entirety.

PASSED AND ADOPTED this 3rd day of April 1990, by the Board of Supervisors of Mariposa County by the following vote:

AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH
NOES: TABER
ABSENT: NONE
ABSTAINED: NONE

ARTHUR G. BAGGETT, JR., Chairman
Mariposa County Board of Supervisors
ATTEST:

MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM & LEGAL SUFFICIENCY:

JEFFREY G. GREEN, County Counsel
April 4, 1990

TO: Department Heads  
FROM: John W. McCamman, Administrative Officer  
SUBJECT: Board Action Per Resolution #90-171

The Board of Supervisors has previously authorized department heads to hire new employees at an advanced step within the salary range. This hiring of new employees at an advanced step was based upon certain criteria which was outlined in Resolution #89-58 previously adopted by the Board.

The attached resolution supersedes Resolution #89-58 in its entirety and restates that resolution with the same criteria for appointment of new employees to advanced steps. In addition, the new resolution outlines a process where an existing employee meeting certain criteria may be advanced by department head request more than one merit step. Again, the resolution as adopted by the Board of Supervisors limits that advancement to address policy concerns. Please note the requirements and be very cautious in your utilization of this new possibility.

Thank you very much for your attention to this item.

JWM:bt

enclosure