RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No_X)  
Resolution amending the Employee Allocation List by reclassifying the position of Social Worker II (Range 159-175.5) to Social Worker III (Range 169-185.5) effective 01-20-93.

BACKGROUND AND HISTORY OF BOARD ACTIONS:  
The two present Employment Services Casemanagement Staff perform virtually the same duties but over the past few years one has been classified a Social Worker III and one a Social Worker II. To correct this historical discrepancy a request was made to the State Merit System Services to reclassify the Social Worker II to a Social Worker III position (see Attachment A). Following an almost one year process Merit Systems approved this request on December 30, 1992 (see Attachment B). This decision has a positive impact for our program integrity. Funds are available to support this decision within the currently budgeted allocation.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:  
Do not adopt the resolution; the Social Worker II would be working out of class and we would have to restructure job duties negatively impacting the program.

COSTS: ( ) Not Applicable  
A. Budgeted current FY $157,459  
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 them consecutively:  
Attachment A  
Attachment B

CLERK'S USE ONLY:  
Res. No.: 93-53  
Ord. No.  
Vote - Ayes: 5  
Noes:  
Absent:  
Abstained:  
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: Deputy

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

A.O. Initials:  

Action Form Revised 5/92
November 5, 1991

CONFIDENTIAL

TO:    Tom Archer, Director, Human Services
FROM:  Catherine Harmon, Personnel Officer
RE:    Reclassification of Social Worker

Attached please find the reclassification packet for the position of Social Worker II. As Social Worker II is one of a four-part Merit Systems series, this reclassification request appropriately belongs with Merit Systems.

Please do not hesitate to contact this office if I can be of further assistance.

CH:njk
Enc.
December 30, 1992

Tom Archer, Director
Department of Human Services
Mariposa County
P.O. Box 7
Mariposa, CA 95338

Dear Mr. Archer:

In response to your letter dated December 18, 1992, Merit System Services has re-evaluated your request for a reclassification of the Social Worker II position assigned to GAIN. A review of the information submitted indicates that the subject position is responsible for approximately fifty percent of GAIN's casework including the more difficult and complex case assignments. The position also represents your agency at meetings and participates in FSET and GAIN planning activities.

Your letter also indicates that a Social Worker III in GAIN performs virtually the same duties as the subject position. This division of GAIN's workload and the complexity of the duties and responsibilities performed provide a basis to support your request. Accordingly, Merit System Services approves the reclassification of one position of Social Worker II (in GAIN) to Social Worker III.

It should be noted, however, that as Social Worker positions in GAIN become vacant, Merit System Services will review their classification level. This will provide an opportunity to assess the feasibility of establishing an Employment and Training Worker classification series in your agency. As stated in our earlier correspondence, Employment and Training Workers are allocated in other GAIN departments throughout the state.

If you have any questions regarding this matter, or if you would like to discuss this further, please feel free to contact me at (916) 924-2300.

Sincerely,

Susan Helland
Principal Consultant
January 13, 1993

Jeffrey G. Green  
County Counsel  
P.O. Box 784  
Mariposa, CA  95338

Dear Jeff:

It has come to the Union's attention that Merit Systems has approved upgrading the Social Worker II position to a Social Worker III in the Human Services Department.

The Union supports this change and recommends its approval to the Board of Supervisors.

Sincerely,

Lisa B. Edelheit  
Field Representative

cc:  Tom Archer