DEPARTMENT: County Counsel  
BY: Jeffrey G. Green  
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached class specification for the flex class of Personnel Analyst I/II, establishing salary ranges for these positions at 156-172.5 and 166-182.5 respectively, and approving the reclassification request to place Nancy Kyle into the requested new classification of Personnel Analyst I immediately with salary increase to be retroactive to the beginning of fiscal year 1993-94.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Subsequent to elimination of the Personnel Officer's position during the FY 1992-93 budget hearings, a significant amount of the duties and responsibilities assigned to that position have been performed by Nancy Kyle. The Board has had several discussions relative to the reorganization of the Personnel Office, and many of those issues are still under consideration; however, the attached memorandum dated July 30, 1993 from County Counsel, Acting Personnel Director, addresses this specific request and details the on-going salary savings realized in the Personnel Office's personnel budget.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed class specification and salary ranges.

Revise this proposed class specification and salary ranges as deemed necessary.

Do not approve the requested reclassification and continue to allow the Senior Office Assistant to work significantly out of class.

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<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
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<td>(X) Not Applicable</td>
<td>List the attachments and number the pages consecutively:</td>
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<td>A. Budgeted current FY</td>
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<td>B. Total anticipated costs</td>
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<td>C. Required additional funding</td>
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<td>D. Internal transfers</td>
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<td>( ) 4/5ths Vote Required</td>
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<td>A. Unanticipated revenues</td>
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<td>B. Reserve for contingencies</td>
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<td>C. Source description:</td>
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<td>Balance in Reserve for Contingencies, if approved: $</td>
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CLERK'S USE ONLY:  
Res. No.: 93-128  
Ord. No.:  
Vote: Ayes:  
Noes:  
Absent:  
Abstained:  
Approved:  
Denied:  
Minute Order Attached:  
The foregoing instrument is a correct copy of the original on file in this office.  
Date:  
ATTEST: MARIE 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  
Comment:  
A.O. Initials:  

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Personnel Analyst I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This job class performs a variety of routine and complex administrative, technical and professional work in analyzing and administering various components of the County's Personnel Office including recruitment, applicant screening, examination, selection, classification analysis, compensation analysis, labor relations, and training, and does other related work as required. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees working at the Personnel Analyst II level may be assigned to more complex tasks and work at a more independent level performing duties for which guidelines have been established. Employees in both classifications may direct and supervise the work of others.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Operate a PC using word processing, spreadsheet and database applications as well as the mainframe computer utilizing specialized personnel software. Establish and maintain computer-automated record-keeping systems for County full-time and extra-help employees.

- Assist in reviewing and analyzing departmental requests for personnel; perform basic classification/reclassification studies, and prepare new County class specifications and make required revisions to existing class specifications in conformance with current County format.

- Confer with departmental management on personnel practices and problems or studies.

- Review materials for compliance with AA/EEO and County guidelines.

- Prepare or assist in preparation and coordination of recruitment and examination plans including job bulletins, advertising, and test materials; develop appropriate supplemental questionnaires, oral board appraisal questions and rating sheets; screen applications for minimum qualifications and process accordingly, proctor and score examinations, and send out notices of exam results/eligibility list placement.

- Compose and type correspondence, memos and forms regarding various personnel and general matters.
MARIPOSA: Personnel Analyst I/II

TYPICAL DUTIES (Cont'd):

- Respond to a variety of inquiries from employees and department heads regarding personnel policies, rules and procedures; requires the ability to make interpretations and explanations.

- Provide assistance to the public in person and by telephone.

- Independently process and maintain central control of all personnel certification lists and applications.

- File and maintain security and confidentiality of specified information and files.

- Maintain employee allocation schedule as approved by the Board of Supervisors.

- Prepare routine agenda items for the Board of Supervisors.

- Process time sheets, travel reports, expense claims and other miscellaneous reports as required.

- Conduct salary and benefit surveys as required; provide similar information in response to outside inquiries.

- Arrange for facilities/accommodations for County functions such as training seminars and informational meetings, applicant interviews and examinations.

- Take and transcribe detailed minutes at County negotiating meetings.

- Research for information and respond to various survey requests from other governmental agencies and private businesses.

- Assist in budget preparation and tracking.

- Verify and process all departmental invoices.

EMPLOYMENT STANDARDS

Possession of:

- a valid California driver's license
MARIPOSA: Personnel Analyst I/II

Knowledge of:

- correct English usage, spelling, grammar, and punctuation
- proper office methods, procedures, and practices including filing systems, receptionist and telephone techniques, computer operations, and letter and report writing
- basic principles of personnel administration and principles and practices of equal employment opportunity/affirmative action recruitment and selection.
- basic human resources information systems
- techniques of test measurement
- statistics and graph presentations

Ability to:

- establish credibility and maintain cooperative working relationships with County management personnel, employees, bargaining unit representatives, and the general public
- perform arithmetical calculations with speed and accuracy
- accurately maintain records and files
- operate PC and mainframe computers for word processing, spreadsheet, database, and other applications as required
- communicate effectively both orally and in writing
- work independently, exercise sound judgment and initiative, and establish priorities to meet deadlines
- learn, interpret and explain clearly a variety of County personnel policies and procedures
- organize, train, assign and oversee the work of others in a lead capacity as required
- take shorthand and transcribe dictation at a rate required for successful job performance
- gather and analyze factual data and summarize findings
MARIPOSA: Personnel Analyst I/II

A typical way to gain the knowledge, skill, and ability outlined above is:

- equivalent to graduation from a two-year college with coursework in personnel, public or business administration, political science, psychology, or a closely related field, and six years of increasingly responsible secretarial/administrative work involving extensive public contact and which includes a minimum of one year of experience in clerical work related to the hiring of employees or other experience related to personnel transactions and the maintenance of personnel records, compensation or classification plans, etc.

In addition, a Personnel Analyst II requires equivalent to graduation from a 4-year college or university with coursework as outlined above and one year experience comparable to that of a Personnel Analyst I in Mariposa County. Directly related para-professional experience in a local government personnel office may be substituted for the additional educational requirement on a year-for-year basis.
July 30, 1993

TO: Board of Supervisors
   Mike Coffield

FROM: Jeffrey G. Green

RE: Personnel Office Reorganization

You will recall that when the Personnel Officer's position was eliminated during last year's budget hearings that there was a good deal of discussion relative to the fact that there would have to be some kind of reorganization within that department. What has happened is that not only has there been more work, but substantially more professional and difficult work essentially performed by Nancy Kyle. I believe that she has been working significantly out of class, certainly since January of this year, and it is inappropriate not to resolve that matter at this time. Therefore, I have prepared an agenda item to be scheduled for the August 10, 1993 Board meeting requesting this reclassification to be effective July 1, 1993, the beginning of this new fiscal year.

Basically, this action is virtually identical to the reclassification approved by the Board within the Public Works Department on April 6, 1993. That occurred when an individual left County employment, and the position was eliminated. As a result of that elimination, another employee was given significantly more as well as more technical and difficult work. As a result, the Board approved the requested reclassification. The current situation in the Personnel Office is identical to that action.

In previous correspondence to the Board on this issue, I have also recommended an additional half-time clerical staff, but I believe that request should be part of the budget process. However, this requested reclassification should be done independently of the budget process because it affects an employee's working conditions, and the employee is entitled to this consideration.

For your information, as a result of the reorganization and elimination of the Personnel Officer's position, there is an annual on-going savings shown as follows:
Personnel Office Annual Personnel Budget Prior to Reorganization

Personnel Officer (annual salary) $40,076
Senior Office Assistant (annual salary) 19,272
Benefits 22,908

Total $82,256

Personnel Office Annual Personnel Budget Subsequent to Reorganization

Personnel Analyst (requested - annual salary) $22,564
Benefits (46.5%) 10,492

Total $33,056

As you can see, there is an on-going annual salary savings of approximately $50,000. Please let me know if you have any questions or would like any further information.

Very truly yours,

Jeffrey G. Green
County Counsel

JGG:njk