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

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

Pass and adopt this Resolution approving a revision to Section VII of the Mariposa County Equal Opportunity and Affirmative Action Policy and Program by authorizing the Personnel Director to approve extra-help agreements which increase the hours of extra-help employees from the stated number of hours in the original agreement, not to exceed 999 hours. At the present time, the Board approves these agreements to ensure that Department Heads do not exceed 999 hours. Counsel believes this step is unnecessary since the Personnel Office reviews these requests prior to being placed on the agenda for Board approval. This is not a productive step and giving the Personnel Director such authority will streamline the process and prevent the additional burden of placing these matters on the Board's agenda.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On May 4, 1993, the Board discussed Counsel's recommendations for the Personnel Office function. One recommendation was to give the Personnel Director the authority to approve extra-help agreements which increased the hours of extra-help employees.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this Resolution. These matters will continue to be placed on the agenda for Board approval.

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:
Section VII - Mariposa County's Analysis of Employment Procedures

CLERK'S USE ONLY:
Res. No.: 93-612  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
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
1. Recommended
2. Not Recommended
3. For Policy Determination
4. Submitted with Comment
5. Returned for Further Action
Comment: ___
A.O. Initials: ___

Action Form Revised 5/92
SECTION VII: MARIPOSA COUNTY'S ANALYSIS OF EMPLOYMENT PROCEDURES

1. In order to more adequately fulfill the growing needs of the County in meeting its obligations concerning all personnel matters, it was determined that a centralized personnel function was needed.

With the establishment of a centralized Personnel Office, monitoring of the recruitment and selection procedure has been much more effective. The Personnel Office, at this time, has been delegated all recruitment and examination duties. This function has now made the hiring process more standardized and uniform, and ensures adherence to County policies and procedures which meet standard merit requirements.

2. It was determined that the job descriptions for County positions were outdated and inadequate to deal with the growth in employment numbers and standards.

In 1988, all County positions were analyzed through an extensive job analysis questionnaire and interview process and as a result comprehensive job descriptions were written for all classifications. This has resulted in removal of non-essential requirements to permit disadvantaged persons to gain entrance into trainee and journeyman level classifications and to permit lateral and upward movement into other jobs from the trainee and journeyman level.

3. In reviewing the hiring and retention practices of part-time positions, it was determined that a system needed to be established to ensure that these "part-time" positions were not evolving into substitutes for full-time positions without benefits.

Effective July, 1992, all extra-help positions will only be allowed to work a total of 999 hours in a fiscal year. This will ensure that "extra-help" means just that. Further, a form of agreement has been developed for signature of the extra-help employee which outlines the status of the employee prior to beginning work.

Under no condition shall any extra-help employee be permitted to work for the County in excess of eight hundred sixty (860) hours during the term of this agreement unless prior approval is obtained from the Personnel Director.
The County Counsel  
MARIPOSA COUNTY  

December 15, 1993

TO: All Department Heads

FROM: Jeffrey G. Green, County Counsel

RE: Extra-Help Agreements

Pursuant to Board Resolution No. 93-612, on Tuesday, December 14, 1993, the Board of Supervisors amended Section VII of the Mariposa County Equal Opportunity and Affirmative Action Policy to authorize the Personnel Director to approve an increase in the total allowable hours for an employee under extra-help agreements during any fiscal year from 860 to a total of not-to-exceed 999 without any further action required by the Board.

To effect such an increase in hours, a Personnel-Payroll Action must be completed, noting the appropriate budget line item, and transmitting an amended extra-help agreement. Please note that it is the responsibility of the department head to verify that the funding is available to accommodate the additional hours requested. Please also note that no extra-help employee will be allowed to work in excess of 860 hours per fiscal year without this prior approval from the Personnel Director.

Please do not hesitate to contact me if you have any questions regarding this procedural change.

Very truly yours,

Jeffrey G. Green  
Personnel Director (Acting)

JGG:njk