

8-11-92
attn

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes X No)

Adopt this resolution approving the update to Section VII: Mariposa County's Analysis of Employment Procedures of the Mariposa County Equal Opportunity and Affirmative Action Policy & Program. This update is necessary for compliance with State regulations and to reflect current practice.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board of Supervisors passed the Equal Employment Opportunity and Affirmative Action Policy & Program June 12, 1990 (Board resolution #90-301). Updates are needed from time-to-time to reflect current practice and for compliance with State and Federal regulations.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this resolution.
2. The current out-dated section would remain on the books and be out of compliance with PERS and State and Federal regulations.

COSTS: () 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:

CLERK'S USE ONLY:

Res. No.: 92-431 Ord. No. _____
 Vote - Ayes: _____ 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

Comment: _____

A.O. Initials: 

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 Board of Supervisors.