

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 10/27/92
AGENDA ITEM NO.:

11-10-92 #4
CA9

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 209/966-5694

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

Adopt this resolution approving the attached new Merit System Services class specification for the position of Employment and Training Instructor as an extra-help position at a salary of \$15.75/hour.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The purpose of this resolution is to establish a salary for this extra-help position to be utilized by the GAIN Program in Mariposa County as recommended by the Administrative Officer. Pursuant to agreement with the State of California, Merit System Services controls the class specification for this position, and Mariposa County controls its allocation and salary. A copy of the Merit System Services class specification for this position is attached for informational purposes only.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Do not approve this class specification and proposed salary.
- Suggest revisions to this Merit System class specification.
- Revise this proposed salary.

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:

CLERK'S USE ONLY:

Res. No.: 92-583 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

Approved: _____ () Denied

(X) Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

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

Comment: _____

A.O. Initials: 

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: TOM ARCHER, HUMAN SERVICES DIRECTOR
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*
RE: NEW MERIT SYSTEM SERVICES CLASS SPECS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on October 27, 1992.

ACTION AND VOTE:

CA-9 Resolution Approving New Merit System
Services Class Specification for the Position
of Employment and Training Instructor, as an
Extra Help Position (Personnel Officer);
Continued to November 10, 1992, for
discussion with Human Services Director

cc: File

Class Code 2369
Date Established 9/14/92
Date Revised _____

EMPLOYMENT AND TRAINING INSTRUCTOR

DEFINITION

Under direction, prepares curricula and instructs in general academic subjects, literacy skills, preparation for G.E.D. test, career awareness, and other skills needed for job placement; performs other related work as required.

TYPICAL DUTIES

Prepares curricula and instructs in general academic subjects and equipment designed to provide general employment skills for job placement; prepares students for G.E.D. test; administers and evaluates aptitude tests; determines student proficiency and progress; develops, revises, and implements curricula, methods and processes; plans use of materials and equipment; counsels and works with students to develop strategies and to meet educational and vocational goals; records student progress and prepares student evaluations; participates in program evaluations and student case conferences; maintains records; supervises students and teaching assistants or other class aides; maintains a safe learning and working environment by maintaining appropriate control of students, classroom, materials and equipment; works with other workers and supervisors to meet or revise goals; performs a wide variety of other duties which are incidental to the primary function of this class.

KNOWLEDGE AND ABILITY

Knowledge of principles and methods of teaching, learning processes and disabilities.

Knowledge of career preparation techniques and educational goal setting.

Knowledge of academic subjects to be taught, such as reading, writing, math.

Ability to teach, motivate and supervise students.

Ability to administer and evaluate aptitude tests.

Ability to develop, prepare and adopt effective curricula; to identify learning disabilities and develop strategies to meet individual needs.

Ability to read, write and analyze accurately; to prepare and maintain student progress reports and educational records.

Ability to maintain a safe learning environment.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with students, staff, and others while performing the job.

MINIMUM QUALIFICATIONS

Possession of an academic teaching credential which would allow instruction in multiple subjects. Examples of acceptable credentials are: Adult Education Credential (academic subject); Multiple Subject Credential; General Secondary Credential.

OR

A Bachelor's or higher degree completed at a regionally accredited college, including 20 semester units, or 10 upper division semester units in the subject to be taught; passage of the California Basic Educational Skills Test (CBEST); AND have on file with the Commission on Teacher Credentialing an application for an appropriate credential which must be secured prior to appointment.

SPECIAL REQUIREMENTS

Must be willing to continue educational development and to maintain credential through completion of any required examination and course work.