

DEPARTMENT:

Public Health

BY:

C. B. Mosher, MD, Health Officer

PHONE:

966-3689

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

Recommend resolution abolishing the need for pre-employment physical examinations for clerical classifications. For purposes of reduced staff cost at the Health Department and expediency in hiring in the very low risk classifications including clerks and secretaries, abolishing the pre-employment physical exam is recommended. Review of last year's examination records show no clerks examined failed the screening exam.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

By resolution, the Board required pre-employment exams on all prospective employees.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Continue exams and funding for them.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 91-258
Ord. No.: _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
MWS Approved () Denied
() Minute Order Attached

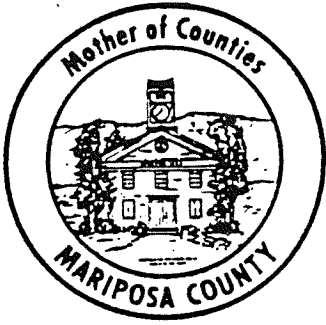
ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

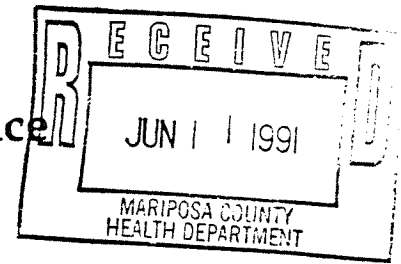
Date: _____
ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By: _____
Deputy

Comment: _____

A.O. Initials: *[Signature]*



Mariposa County Personnel Office
Hall Of Records



CATHERINE HARMON
Personnel Officer

4982 10th Street
P.O. Box 784
Mariposa, California 95338
(209) 966-5694

June 10, 1991

TO: Charles Mosher, M.D.
FROM: Catherine Harmon, Personnel Officer *CH*
SUBJECT: Low-Risk Occupational Positions

In regard to your request that I offer input to the Board of Supervisors' June 11, 1991 Agenda Item 10, "Resolution Abolishing Requirement for Pre-Employment Physical Examinations for Clerical Classifications", I recommend the use of the terminology "low-risk occupational position" rather than "clerical" and offer the attached classification list showing my initial impression of those classifications which might be considered (noted by an asterisk).

If you have any questions if I can provide any additional information, please let me know.

CH:njk
Attachment

cc: John W. McCamman

<u>CLASSIFICATION</u>	<u>RANGE</u>
* Account Clerk I	104-120
Account Clerk I	104-120
Account Clerk I	104-120
Account Clerk I	104-120
Account Clerk II	114-130
* Account Clerk II	114-130
Account Clerk II	114-130
Account Clerk II	114-130
* Accountant I	158-174
Accountant I	158-174
Accountant II	165-181
Accountant II	165-181
* Administrative Assistant	164-180
Administrative Assistant	164-180
Agricultural Inspector I	144-160
Agricultural Inspector II	152-168
Agriculture Inspector III	168-184
Air Pollution Control Officer	181-197
Animal Control Officer	132-148
Appraiser I	151-167
Appraiser II	161-177
Appraiser III	174-190
* Assessment Clerk	119-135
Assistant Auditor/Recorder	185-201
Assistant County Clerk	168-184
Assistant District Attorney	202-218
Assistant Public Works Director, Public Works	222-238
Assistant Treasurer/Tax Collector	169-185
Associate Engineer	197-213
Associate Surveyor	183-199
Asst. Veterans/Senior Services/Transit Off.	137-153
* Auditing/Recording Technician I	122-138
* Auditing/Recording Technician II	129-145
Building Inspector	160-176
Building/Grounds Supervisor	152-168
Chief Building Inspector	176-192
* Clerk of the Board of Supervisors	160-176
* Clerk of the Justice Court	144-160
Commander	195-211
* Contract Administrator	160-176

Custodian	112-128
Deputy Director, Parks and Rec.	183-199
Deputy Director, Road Division	186-202
Deputy District Attorney	202-218
Deputy District Attorney	202-218
Deputy District Attorney/OCJP	202-218
Deputy Probation Officer	155-171
Deputy Probation Officer/OCJP	155-171
Deputy Sheriff	161-177
Deputy Sheriff/OCJP	161-177
Detective	161-177
Drafting Technician	138-154
* Elections and Jury Clerk	132-148
* Eligibility Specialist	137-153
* Eligibility Worker I	119-135
* Eligibility Worker II	128-144
* Eligibility Worker III	137-153
* Eligibility Worker Supervisor	160-176
Engineer Technician II	157-173
Engineer Technician III	167-183
Engineering Technician I	144-160
Engineering Technician II	157-173
Equipment Mechanic	149-165
Equipment Mechanic	149-165
Equipment Mechanic	149-165
Equipment Mechanic Helper	136-152
Equipment Mechanic Supervisor	156-172
Equipment Mechanic Supervisor	156-172
* Executive Legal Secretary	140-156
* Executive Secretary	136-152
Executive Secretary	136-152
* Fiscal Technician	139-155
Fraud Investigator	159-175
Graduate Sanitarian	162-178
* Investment Officer	139-155
Jail Facility Manager	189-205
Jail Officer/Dispatcher	146-162
Jail Sergeant	171-187
* Justice Court Clerk I	122-138
* Justice Court Clerk II	126-142
* Legal Secretary	131-147
* Literacy Program Coordinator	137-153
Maintenance and Const Supervisor	158-174
Maintenance Foreman	161-177
Maintenance Worker I	125-141

Maintenance Worker I	125-141
Maintenance Worker I	125-141
Maintenance Worker II	134-150
Maintenance Worker II	134-150
Maintenance Worker II	134-150
Manager, Special Dist. & Facilities	178-194
* Office Assistant I	97-113
Office Assistant I	97-113
Office Assistant I	97-113
Office Assistant I	97-113
Office Assistant I	97-113
* Office Assistant II	107-123
Office Assistant II	107-123
Office Assistant II	107-123
Office Assistant II	107-123
Office Assistant II	107-123
* Office Technician	145-161
Office Technician	145-161
Office Technician	145-161
Office Technician	147-163
Park Maintenance Supervisor	152-168
Permit Coordinator	138-154
Personnel Officer	196-212
Plan Checker/Inspector	166-182
Planner II	158-174
Planner III	170-186
Planner IV	182-198
Probation Aide	137-153
* Program Assistant	170-186
Program Manager	191-207
Programmer/Analyst	192-208
Property Mapper	146-162
Public Health Educator	194-210
Public Works Administrator	193-209
Rd Maintenance Const Supervisor	161-177
Recreation Program Coordinator	136-152
Registered Environmental Health Specialist I	178-194
Registered Environmental Health Specialist II	197-213
* Secretary	129-145
Secretary	129-145
Secretary	129-145
Secretary	129-145
* Senior Account Clerk	125-141
Senior Account Clerk	125-141

Senior Civil Engineer	206-222
Senior Engineering Technician	174-190
Senior Maintenance Worker	146-162
Senior Maintenance Worker	146-162
* Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	116-132
Senior Office Assistant	121-137
Senior Office Assistant	121-137
Senior Office Assistant (temp. assign.)	121-137
* Senior Superior Court Clerk	140-156
Sergeant	176-192
Sheriff's Dispatcher	127-143
Sheriff's Evid. Tech/Main Wker I	134-150
Social Worker I	140-156
Social Worker II	150-166
Social Worker III	160-176
Social Worker IV	172-188
Special Projects Coordinator	188-204
Special Services Coordinator	181-197
* Staff Services Analyst II	165-181
* Superior Court Clerk	126-142
Transit System Bus Driver	133-149
Transportation Planner	157-173
Undersheriff	209-225

3/28/91
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