

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 11-12-91
AGENDA ITEM NO.: 5

DEPARTMENT: ADMINISTRATION BY: Catherine Harmon *CH* PHONE: 966-5694

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

Adopt this resolution to approve the revised class specification for the extra-help position of 4-H and Youth Assistant at a salary of \$6.80 per hour. Attached please find Wain Johnson, Farm Advisor's request to set the extra-help salary range at \$8.67 per hour.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The position of 4-H and Youth Assistant represents a new position for the County. 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." Pursuant to Minute Order adopted August 12, 1991, the Board of Supervisors approved funding for this extra-help position reporting to the Farm Advisor. The current action is needed because of recruitment difficulties; revisions have taken place in the employment standards section of the class specification as follows:

Old Language:

"A typical way to gain the knowledge, skill, and ability outlined above is: - equivalent to high school graduation or G.E.D. plus four years experience as a 4-H member and/or 4-H leader.

New Language:

"A typical way to gain the knowledge, skill, and ability outlined above is: - equivalent to high school graduation or G.E.D. plus 480 hours experience as a 4-H member and/or 4-H leader.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this class specification and salary and not implement a 4-H and Youth Development Program for Mariposa County.
2. Revise this class specification and salary as deemed necessary by the Board.

<p>COSTS: () Not Applicable</p> <p>A. Budgeted current FY \$ _____</p> <p>B. Total anticipated costs \$ _____</p> <p>C. Required Add'l funding \$ _____</p> <p>D. Source: _____</p> <p>SOURCE: () 4/5ths Vote Required</p> <p>A. Internal transfers \$ _____</p> <p>B. Unanticipated revenues \$ _____</p> <p>C. Reserve for contingency \$ _____</p> <p>D. Description: _____</p> <p>Balance in Reserve for Contingencies, if approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

CLERK'S USE ONLY:

Res. No.: 91-547

Ord. No.: _____

Vote - Ayes: 3 Noes: _____

Absent: None Abstained: _____

MW) Approved None () Denied

() Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS

Clerk of the Board of Supervisors

County of Mariposa, State of CA

By: _____

Deputy

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: _____

A.O. Initials: AW

COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA

MARIPOSA COUNTY

5009 FAIRGROUNDS ROAD
MARIPOSA, CALIFORNIA 95338



TELEPHONE: 209/966-2417

November 6, 1991

To: The Honorable Board of Supervisors

From: Wain Johnson, County Director/Advisor

Re: Request for higher salary rate for part time assistant

Personnel Director, Catherine Harmon notes that she is suggesting a salary range for the requested Youth Assistant in the Farm Advisor's office at \$6.80 because of comparable job experience to other positions. I have requested an hourly wage of \$8.67 for this position because I am looking for a person who has special skills to work with youth and volunteer adults. Skills that involve not only some clerical abilities, but also abilities that would allow this person to not only analyze the youth program but to develop and carry out a progressive and dynamic program as well.

In determining the requested, and approved in my budget request (range 126-142) pay level, I considered a similar position in Tuolumne County and the "recreation coordinator" position at Parks and Rec, which is at an even higher level of pay, (range 136-152). Because this is a part time position it will be extremely difficult to attract a person with the necessary skills at the lower salary scale. The \$8.67 rate is equivalent to an administrative secretary level of pay. At the lower salary scale, the person who will be interested in the position will basically have the skills to do "gopher" work.

In the position description and requirements I have requested that the person selected have the equivalent of 4 years volunteer service or experience in 4H youth work, in addition to clerical and writing skills. This translates to approximately 400-500 hours of youth work (this is a National average 100-125 hours per year). My purpose in requesting the 4H experience is to assure that the person selected understands what this office and 4H youth work is about and to reduce the need for me to so closely supervise this position. After all, this is the reason for hiring the assistant.

It is necessary to hire a person with people skills. Skills that will allow this person to understand volunteerism, 4H and youth development. I believe that with a lower level pay scale I will not be able to attract a qualified person to do the job that I have designed and requested. There are many volunteer leaders who have the skills and ability to perform the duties of this position but at the lower pay rate will not apply. This position requires evening and weekend work and many skills not required of a "clerk" equivalency pay scale. If I am required to offer the lower pay rate it is doubtful that I will be able to accomplish the purposes and objectives of the position. Request for this position was made so that my office could develop and expand the 4H youth program into a more dynamic and effective program for the youth of Mariposa County, and to expand the other facets of Cooperative Extension, ie., viticulture, horticulture, livestock, silviculture and range management. Without an effective assistant working with youth the full benefit of the Farm Advisor's office for the peoples of our county can not be realized.

Thank you for your consideration.

MARIPOSA COUNTY

JOB TITLE: 4-H and Youth Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To implement a 4-H and Youth Development Program for the youth of Mariposa County under the guidance and supervision of the University of California Cooperative Extension program. The mission of the Youth Development Program is to develop youth to become effective, responsible and knowledgeable citizens through organized youth activities including but not limited to 4-H programming. This program is designed to develop life and social skills such as leadership development, leisure activities, an appreciation and knowledgeable use of the sciences, career decisions, decision-making skills and development of cooperative attitudes and activities.

SUPERVISOR: Farm Advisor

TYPICAL DUTIES

- Carry out a progressive and informative PR program to inform the public and eligible youth of 4-H and youth activities, projects and events
- Develop and implement a youth development program under the direction of the UCCE Advisor
- Conduct/direct youth activities and events
- Serve as liaison to 4-H Council
- Work with adult volunteer leaders
- Conduct an aggressive 4-H and youth recruitment program
- Assist the UCCE secretary and advisor as needed and directed

EMPLOYMENT STANDARDS

Possession of:

A valid California Driver's license

MARIPOSA: 4-H and Youth Assistant

Knowledge of:

- office equipment such as, but not limited to, ten-key adding machines, copy machines, typewriters and telephones

Ability to:

- use computers and understand database, wordprocessing, spreadsheet and other applications programs as necessary
- meet the public and work with volunteer leaders and staff
- work unsupervised and make informed decisions, when supervisor is not at hand, based on established policies, procedures and other pertinent information
- supervise others as may be required
- accept constructive advice and maintain office confidentiality as well as have a positive attitude and disposition
- work weekends and evenings

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

- equivalent to high school graduation or G.E.D. plus 480 hours experience as a 4-H member and/or 4-H leader.

Creation date: 10/91
4H-Youth.frm