

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

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

Approve the reclassification report as presented and implement those changes as recommended in the report to be effective December 1, 1991. The adoption of the proposal would adjust the Employee Allocation Schedule in the Housing and Community Development Agency by deleting one (1) Eligibility Specialist, range 137-153, adding one (1) Housing and Eligibility Specialist I/II, currently assigned at the II level, range 137-153, deleting one (1) Senior Office Assistant, range 116-132, and adding one (1) Housing and Eligibility Specialist I/II, currently assigned at the I level, range 128-144. Adoption of this proposal would adjust the Employee Allocation Schedule in Public Health by deleting one (1) Office Assistant I, range 97-113, in Public Health and adding one (1) Senior Office Assistant, range 116-132.

BACKGROUND AND HISTORY OF BOARD ACTIONS: SEE ATTACHED REPORT

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Report would not be approved and recommended reclassifications and/or denials would not be processed.

COSTS: ( ) 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: \$ \_\_\_\_\_

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

CLERK'S USE ONLY:  
Res. No.: 91-604  
Ord. No.: \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
*mwj* Approved ( ) Denied  
( ) Minute Order Attached

This item on agenda as:  
X Recommended  
\_\_\_\_ Not Recommended  
\_\_\_\_ For Policy Determination  
\_\_\_\_ Submitted with Comment  
\_\_\_\_ Returned for Further correct copy of

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

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
A.O. Initials: \_\_\_\_\_

1991-1992  
RECLASSIFICATION REPORT

In accordance with *Article 11 - Reclassification and Out-of-Class Work* of the Mariposa County/Mariposa County Employees Association Chapter, Service Employees International Union's Memorandum of Understanding, Section 11.2 - Procedures:

Section 11.2 - Procedures When it appears that there has been a significant change in the duties and responsibilities of a position, an employee or a department head may request a reclassification to an existing County classification during the month of October. Such request shall be in writing, shall state the reasons for such request, and shall be submitted to his/her department head. The department head shall forward all requests to the County Administrative Officer with a recommendation for approval or denial.

The County Administrative Officer shall consider such requests and recommend one of the following actions to the Board of Supervisors:

11.2.1 Deny the request and direct the department head to assign only those duties to the employee that are within the employee's current job description;

11.2.2 Approve the request for reclassification;

11.2.3 Deny the request for reclassification.

and Section 11.3.1 - General Conditions:

Section 11.3 - General Conditions

11.3.1 Effective Dates In the event a reclassification request is approved by the Board of Supervisors subsequent to either the Administrative Officer's recommendation or the Arbitrator's decision, the effective date for the change shall be the December 1 following the date of the request.

Only those reclassification requests from employees covered by the above mentioned M.O.U. were considered.

The process used for this analysis is as follows:

1. Review of previous job analysis questionnaires.
2. Review job analysis questionnaires completed for the current reclassification request.
3. Comparison of above job analysis questionnaires to determine if any significant changes in duties were evident.
4. Review of class specifications for both current and requested classification to ensure that typical tasks being performed conformed to the current class specifications.
5. Review and comparison of other positions in the County of similar duties and levels of responsibility to ensure internal equity.
6. Review and comparison of job specifications from counties used in annual salary survey.
7. Review of Merit System class specifications for positions in the Human Services Department.
8. Desk audits were performed where warranted.

The criteria include the following:

**Reclassification is appropriate:**

For positions whose duties and responsibilities have changes to depart significantly from an assigned class specification, or positions that have been structurally affected by organizational changes.

**Reclassification is inappropriate under the following circumstances:**

**Overwork** - If the employee cannot complete the assigned work in the time available because of the amount of work.

**Employee Performance** - Superior performance is not rewarded by an upward reclassification any more than poor performance is punished by a reclassification to a lower-pay position.

**Topping Out** - An employee who has been at the top of the pay range of a particular classification for one or more years is not given extra compensation by reclassifying the position to a high pay level. Provisions for longevity are available to take care of this issue.

**Minor Changes in Duties** - Because some duties have been added or deleted to a position does not automatically warrant a reclassification. Class specifications are written to include several different individual positions and are written to a general level responsibility and scope duties which fall within a particular class.

The following reclassification requests were received from the following departments. Specific recommendations related to the departmental request are included here, narrative responses are attached:

<u>Department</u>	<u>Current Class</u>	<u>Requested Class</u>	<u>Recommendation</u>
Assessor	Assessment Clerk	Assessment Technician I/II	Denial
	Assessment Clerk	Assessment Technician I/II	Denial
	Assessment Clerk	Assessment Technician I/II	Denial
Public Health	Office Assistant I	Permit Coordinator	Senior Office Assistant
Housing	Eligibility Specialist	None Requested	Housing and Eligibility Specialist II (Salary range 128-144)
	Senior Office Assistant	None Requested	Housing and Eligibility Specialist I (Salary range 137-153)
Public Works	Account Clerk II	Account Clerk III	Denial with direction to department head to assign only those duties to the employee that are within the employee's current job description

**Assessor:**

Current Class: Assessment Clerk  
Requested Class: Assessment Technician I/II

No significant changes in the typical duties found in the classification are noted within the reclassification questionnaire. Using the language found currently in the class specification Assessment Clerk:

"To perform complex processing and maintenance of assessment rolls, master property records and personal property records and to calculate various assessments and property market values; and to perform complex and difficult clerical work. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a journey level of classification and exercises responsibility for performing complex and difficult clerical work in the Assessor's Office."

A desk audit was performed. These three positions appear to be working within these parameters and are not working out of class.

**Public Health**

Current Class: Office Assistant I  
Requested Class: Permit Coordinator

The requested reclassification is an attempt to recognize the duties and responsibilities which have been added to this position in the Public Health Department. However, this position does not operate at the same level as the Permit Coordinator who coordinates all County permits including those for Public Health, Planning, and Public Works. The recommended classification recognizes the work being done in Public Health as comparable to the Senior Office Assistant in the Building & Permits Division of the Planning and building Department who assists the Permit Coordinator. If approved, the approximate annual cost would be \$1,932.

**Housing**

Current Class: Eligibility Specialist  
Requested Class: None

This position performs a variety of services for the Mariposa County Housing and Community Development Agency. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification maintain tenant files and records; inspect units during home re-examinations; interview and brief tenants and prospective tenants; perform difficult clerical work involving statistical records.

The reclassification to Eligibility and Housing Specialist II would recognize this position as performing the most difficult and complex housing tasks and duties within the Specialist level. As the current salary for Eligibility Specialist is accurately tied to Eligibility Worker Social Services, salary range 137-153, no salary increase is recommended. The Eligibility and Housing Specialist I/II class specification is attached.

Current Class: Senior Office Assistant  
Requested Class: None requested

The recommended reclassification to Housing and Eligibility Specialist I recognizes the additions of the assigned duties to this position. Per the department head, this position works together with the current classification Eligibility Specialist "as a team." The recommended salary is tied to Eligibility Worker II/Social Services, range 128-144. The Eligibility and Housing Specialist I/II class specification is attached. If approved, approximate annual cost would be \$400.00.

**Public Works**

Current Class: Account Clerk II  
Requested Class: Account Clerk III

No significant changes in the level of activities of this position are noted. Using the delineation found within the account clerk series, the Account Clerk II position works under general supervision and performs a variety of routine and repetitive accounting clerical duties; Account Clerk III receives limited supervision and performs difficult accounting. It appears that the Account Clerk II position has taken on a few of the tasks specified in the Account Clerk III classification. These tasks will need to be appropriately assigned by the Department Head. Consideration was given to the fact that there already exists an extensive accounting staff in the Public Works Department.

MARIPOSA COUNTY

**JOB TITLE:** Housing and Eligibility Specialist I/II

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a variety of services for the Mariposa County Housing and Community Development Agency. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification maintain tenant files and records; inspect units during home re-examinations; interview and brief tenants and prospective tenants; perform difficult clerical work involving statistical records.

**SUPERVISOR:** Housing & Community Development Director

**TYPICAL DUTIES:** (These duties may apply to both Housing Eligibility Specialist I and II classifications in varying degrees of importance, frequency, or priority)

- Interviews/determines new applicants for eligibility and existing tenants for continued eligibility.
- Discusses Housing and Community Development Agency policies, rules and regulations.
- Prepares necessary rental forms/contracts.
- Schedules tenants for re-examinations.
- Prepares forms required to verify applicant of tenant income.
- Contacts various agencies for clarification or information relating to applicant eligibility.
- Prepares notices of intent to vacate premises and coordinates actions with owners and other office staff.
- Records and maintains information on tenant marriages, deaths, separations, etc.
- Computes tenant or applicant income and determines eligibility or appropriate rents.
- Writes letters informing tenants or owners of changes in status, and maintains a variety of files relating to eligibility determination.

MARIPOSA: Housing and Eligibility Specialist I/II

**TYPICAL DUTIES (continued):**

- Gathers statistical information and prepares reports.
- Takes phone calls and responds to inquiries.
- Performs various accounting record-keeping and financial keeping duties and assignments dealing with Section 8 HAP payments.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

Knowledge of:

- correct English usage, spelling, grammar, and punctuation
- proper office methods, procedures, and practices including filing systems, receptionist and telephone techniques, computer operations, and letter and report writing.
- statistical calculations
- interviewing methods and procedures.

Ability to:

- post and make arithmetical computations rapidly and accurately
- follow oral and written directions
- operate various pieces of office equipment
- type accurately at a rate required for successful job performance
- maintain records and files
- work independently, exercise independent judgement, and use initiative
- establish and maintain effective working relationships with those contacted in the performance of required duties

Possession of:

- a valid California Driver's License.

MARIPOSA: Housing and Eligibility Specialist I/II

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

- Housing and Eligibility Specialist I - equivalent to graduation from high school preferably with course work in typing, bookkeeping, and related subjects, and one year experience determining eligibility for loans, financial assistance, unemployment or veterans benefits or publicly or privately financed health, counseling or social services. Previous experience with housing programs is preferred.
  
- Housing and Eligibility Specialist II - requires one year of experience performing duties comparable to the Housing and Eligibility Specialist I.

creation date: 12/91  
houelig.frm