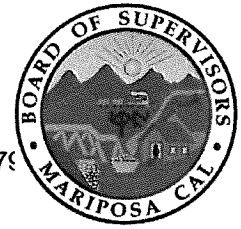


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



RESOLUTION - ACTION REQUESTED 2015-401

MEETING: August 11, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve New Classification of Maintenance Worker Trainee-Solid Waste

RECOMMENDATION AND JUSTIFICATION:

Effective September 1, 2015, approve the new classification and job description of Maintenance Worker Trainee-Solid Waste; assign it as an Extra-Help Specialized Classification; and set the hourly rate at \$9.00 per hour which is the current minimum wage.

Currently, the Probation Department offers a Community Work Projects Program to probationers. This program provides sentencing options for the Court, one of which is providing a workforce to the Solid Waste Division of the Public Works Department. The Probation Department also utilizes the program as a sanction for minor probation violations that might otherwise need to be brought back to court. The work that is performed is low level manual labor at the Mariposa County Landfill that is not being performed by the existing County workforce.

Currently, probationers are not being paid for the work that they do and the Chief Probation Officer has an interest in paying an hourly salary to the probationers who successfully participate in the Community Work Projects Program. The possibility of a probationer being able to obtain a temporary paid position will be used as an incentive for those ordered to participate and perform well in the program. Those who qualify will also receive job skills training from the Center for Opportunity, Re-Entry, and Education (CORE) program.

To implement this program requires that a classification and job description be created for these workers. The attached job description identifies the basic job requirements and sets the associated hourly rate of \$9.00 per hour will be paid to the program participants. The Chief Probation Officer has indicated that the funding source to pay these individuals will be from AB 109 monies.

There is support by the Service Employees International Union (SEIU) bargaining unit to begin paying probationers who participate in the Community Work Projects Program. An SEIU representative indicated that paying probationers for their work could support their rehabilitation once a probationer has completed the program. SEIU understands that probationers will not be replacing County workers or the work that they do.

A physical will be required of the probationers who will be referred to the program prior to their assignment as a Maintenance Worker Trainee. Those probationers who are currently participating in the program will be required to undergo a physical to ensure that they meet the "typical physical requirements" that are contained in the job description.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of December 17, 2013, the Board of Supervisors authorized the Chief Probation Officer to offer a Community Work Projects Program to probationers and designated the Chief Probation Officer as the Correctional Administrator of the program. The Probation Department partnered with the Public Works Department, more specifically the Solid Waste Division, to assign probationers who are referred to the program to work at the landfill.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in non-payment to the probationers who participate in the Community Work Projects Program.

FINANCIAL IMPACT:


There is no impact to the General Fund. The cost of the program is included in the 432 -AB 109 Budget for Fiscal Year 15-16 and is part of the Mariposa County Community Partnership plan..

ATTACHMENTS:

Maintenance Worker Trainee-Solid Waste (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO 8/5/2015

RESULT: ADOPTED [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

MAINTENANCE WORKER TRAINEE-SOLID WASTE

DEFINITION

To learn and perform solid waste and recycling work assignments at the Mariposa County Landfill; and to perform related duties and responsibilities as required. This classification functions at the trainee level. Employees assigned to this classification receive close supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from assigned supervisory staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Learns and performs a variety of solid waste and recycling work assignments while learning County policies and procedures.

Picks up trash in and around the landfill.

Learns to physically sort solid waste and recyclables in preparation of further processing.

Learns to perform a variety of cleaning duties such as sweeping various areas and surfaces.

Learns to apply paints to interior and exterior surfaces.

Performs all duties in compliance with established standards of quality and safety.

Appears for scheduled work with regular, reliable, and punctual attendance.

Completes tasks within prescribed timeframes.

Establishes and maintains cooperative, effective, and productive working relationships using tact, patience and courtesy.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Basic methods, procedures, and techniques used in performing solid waste and recycling work assignments.

Safe work practices.

Ability to:

Learn, understand, and apply pertinent rules, regulations, and County policies and procedures.

Understand and follow oral and written instructions.

Learn to skillfully and safely operate assigned equipment; maintain accurate accountability for all materials and equipment.

Establish and maintain effective work relationships in the course of business.

Work outdoors in a variety of weather conditions.

Meet the physical requirements necessary to safely and effectively perform the required duties.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally. Requires the strength and stamina to perform operational duties such as on the sort line and on the landfill working face.

MINIMUM QUALIFICATIONS

Experience:

None required.

Education:

Formal or informal education sufficient to ensure the ability to read and write English at the level required for successful job performance.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.