RESOLUTION - ACTION REQUESTED 2012-536

MEETING: October 23, 2012

TO: The Board of Supervisors

FROM: Jim Rydingsword, Human Services Director

RE: Promotion of Legal Secretary I to Legal Secretary II

RECOMMENDATION AND JUSTIFICATION:
Authorize the promotion of a Legal Secretary I to Legal Secretary II effective 11/3/2012 in the Social Services budget of the Human Services Department. The incumbent will have completed one year in the position of Legal Secretary I and the Department is recommending that the employee be promoted to the Legal Secretary II level in the flexible classification of Legal Secretary I/II.

Please see the attached memorandum for additional information.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Per current policy, the Board of Supervisors must approve all promotions to the second level of flexible classifications.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The position will remain at the Legal Secretary I classification.

FINANCIAL IMPACT:
There is no impact to the County General Fund.

ATTACHMENTS:
Legal Sec II Memo 10-17-2012 (DOC)

CAO RECOMMENDATION
Requested Action Recommended

[Signature]
Rick Benson, County Administrator 10-23-2012
Resolution - Action Requested 2012-536

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jim Allen, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lyle Turpin, Janet Bibby, Kevin Cann, Jim Allen
EXCUSED: Lee Stetson
October 17, 2012

To: Members, Board of Supervisors

From: James Rydingsword

Re: Promotion of Legal Secretary I to Legal Secretary II

The Department of Human Services hired a Legal Secretary I effective November 3, 2011 to fill behind the individual who had previously held the position but as a Legal Secretary II. It is important that the Department have someone in this position who is able to perform at that level of work. The position was filled as a Legal Secretary I because the candidate lacked the experience to fill the position of a Legal Secretary II.

Since her start date, the responsibility and skill level of the Legal Secretary I has steadily increased and upon her one year anniversary as a Legal Secretary I, she will be qualified and able to perform at a higher level of responsibility required for the position of a Legal Secretary II.

Merit System Services' job classification states that positions in this class are flexibly staffed and employees are expected to fill the higher class by advancement from the lower level. Other Merit Systems Services classifications that are flexibly classed are Eligibility Worker I/II and Social Worker I/II.

Human Services recommends that after one year, which is November 3, 2012, the Legal Secretary I incumbent is promoted to Legal Secretary II.
MINUTE ORDER

TO: JIM RYDINGSWORD, Human Services Director
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: A. Human Services/Social Services RES-2012-536
Authorize the Promotion of a Legal Secretary I to Legal Secretary II
Effective 11/3/2012 in the Social Services Budget in the Human Services
Department.

RES. 12-536

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on October 23, 2012

ACTION AND VOTE:

Items removed from Consent Agenda

A. Human Services/Social Services RES-2012-536
Authorize the Promotion of a Legal Secretary I to Legal Secretary II
Effective 11/3/2012 in the Social Services Budget in the Human Services
Department

Supervisor Bibby initiated discussion relative to item 1, asking for clarification
of the process for these types of promotions. Jim Rydingsword/Human
Services Director responded to the questions and he advised of the process for
the flex series classifications and the Merit System regulations. He advised that
the appropriate processes have been followed and that the employee meets the
qualifications for the II level. Supervisor Bibby asked that Personnel review this
and the other flex series positions in the County to make sure that the positions
are recruited at the appropriate level, that work is not being done out of class,
and to make sure that there is consistency throughout the County and with the
Merit Systems process. Rick Benson/County Administrative Officer provided
input on the issues that were raised.

Item 1 was approved.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Jim Allen, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lyle Turpin, Janet Bibby, Kevin Cann, Jim Allen
EXCUSED: Lee Statton
Cc:  Steven W. Dahlem, County Counsel/Personnel
     Sandi Laird, Personnel
     File