

DEPARTMENT: Personnel

BY: Rick Benson
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the final set of 2007-08 reclassification requests as recommended to be effective January 1, 2008. During the Fiscal Year 2007-08 budget process several departments submitted reclassification requests. The attached memorandum contains the recommended action relative to these final set of requests.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the Fiscal Year 2007-08 budget process, the Board directed staff to review the reclassification requests and to prepare a recommendation. On March 25, 2008, the Board reviewed the first set of reclassification requests.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		Memorandum _____
Source:		_____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:

Res. No.: 08-179 Ord. No. _____
 Vote - Ayes: 4 Noes: _____
 Absent: Bobby
 Approved
 () Minute Order Attached () No Action Necessary

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

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO: [Signature]

MARIPOSA COUNTY

Richard J. Benson
County Administrative Officer



5100 Bullion Street
P.O. Box 784
Mariposa, CA 95338
209-966-3222
1-800-736-1252
FAX 209-966-5147

rbenson@mariposacounty.org

May 6, 2008

TO: Board of Supervisors

FROM: Richard J. Benson, County Administrative Officer

SUBJECT: Fiscal Year 2007-08 Reclassifications (Final Set)

The following reclassification requests were presented to the Board during the 2007/2008 fiscal year budget hearings and have been reviewed by staff with recommendations.

- Accounting Technician I – Social Services/Human Services Department
Reclassify to Accounting Technician III
- Information Systems Specialist - Technical Services Department
Reclassify to Senior Information Systems Specialist
- Account Clerk II – Behavioral Health/Human Services Department
Reclassify to Accounting Technician I/II

Reclassifications Not Recommended

Accounting Technician I (\$2,209.31-\$2,685.63/mo.) SEIU – Social Services Request: Reclassify to Accounting Technician III (\$2,691.17 - \$\$3,271.15/mo.)

This is a Merit System Service (MSS) classification. Requests for reclassification for MSS classifications are sent to MSS for review to determine if a reclass should be approved. MSS could not address this request because their Accounting Technician classification is a single class. (Accounting Technician vs. the County's Accounting Technician I/II and III.) At the present time the position is vacant, and therefore it is not possible to conduct a thorough review nor is it appropriate to recommend a reclassification. If the department still contends that an Accounting Technician III is required, then staff recommends that the department request a position at that level during the budget process.

Information Systems Specialist (\$4,281.85-\$5,204.68/mo.) SEIU – Technical Services Department

Request: Reclassify to proposed Sr. Information Systems Specialist

The department requested that an Information Systems Specialist be reclassified into a yet to be created position titled Senior Information Systems Specialist. Upon review it was found that the current duties continue to be very much in accordance with the job description. As new computer program applications are introduced they are more

complex and require advanced analysis. These new skills remain consistent within the job duties, knowledge, and abilities assigned to this classification. The department has also requested this reclassification in part due to the projected growth within the department. Volume of work and potential changes are not criteria for recommending a reclassification. Based on the above, it is recommended that this request be denied.

Modified Reclassification Recommended

Account Clerk II (\$1,901.99-\$2,311.92/mo) SEIU - Behavioral Health

Request: Reclassify to Accounting Technician I/II

Recommendation: Reclassify to Account Clerk III (\$2,122.99-\$2,580.41/mo)

The department requested this classification based on the complexity of the required duties. The incumbent is in the process of becoming proficient in a new medical billing system and is responsible for posting, calculating, and verifying payments for services provided to clients. Although these duties are complex, they are not considered to be at the level of the Accounting Technician classification. The incumbent does however perform at the advanced journey level in the Account Clerk series and it is recommended that the position be reclassified to an Account Clerk III. The department included sufficient funding within the appropriate line items for this request during the budget process and no budget action is necessary.

Summary of Recommendations

1. Deny the reclassification of one Accounting Technician I position within the Human Services Department.
2. Deny the reclassification of one Information Systems Specialist position within the Technical Services Department.
3. Deny the requested reclassification of one Account Clerk II position to an Accounting Technician I/II position, and approve the reclassification to Account Clerk III position effective January 1, 2008, within the Behavioral Health budget of the Human Services Department.