

DEPARTMENT: Personnel/Risk Management

BY: Rick Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve an equity adjustment of 7.5-percent to the 4-H Coordinator position, effective July 1, 2008; and approve budget action reducing General Contingency to fund the equity adjustment. (~~\$~~3,592) (4/5th)

Please see the attached memorandum for additional information.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board may approve equity adjustments to specific classifications as necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the equity adjustment. The position may be out of parity with current County positions that have similar job responsibilities.

Approve the equity adjustment but do not approve the budget action. Direct staff to identify alternative funding sources.

Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current FY Cost: \$3,592	Annual Recurring Cost: \$
Budgeted In Current FY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially Funded		
Amount in Budget: <u>\$50,438</u>		List Attachments, number pages consecutively
Additional Funding Needed: <u>\$3,592</u>		Memorandum
Source:		Budget Action
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency <u>X</u> 4/5's vote		_____
(X) General () Other		_____

CLERK'S USE ONLY:

Res. No.: 08-549 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Rickson
W 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



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November 18, 2008

TO: Board of Supervisors
FROM: Rick Benson, County Administrative Officer
SUBJECT: Equity Adjustment for 4-H Coordinator Position

Recommendation: Approve an equity adjustment of 7.5-percent to the 4-H Coordinator position effective July 1, 2008; and approve budget action reducing General Contingency by \$3,592 to fund the equity adjustment.

Background: Earlier this year there were discussions regarding the position of 4-H Coordinator within the Cooperative Extension department under the direction of the Farm Advisor. This discussion was due to the department requesting a reclassification of the 4-H Coordinator position, which was not recommended. The Board gave direction for the County Administrative Officer to (1) review the job description of the 4-H Coordinator position and determine if modifications were necessary; (2) examine the position for possible reclassification; (3) make a recommendation regarding allocating additional staff to assist with 4-H functions; and (4) review and recommend adjustments to the salary if deemed necessary.

Justification: Mariposa County has a strong tradition and association with the University of California Cooperative Extension program, better known as the 4-H Youth Development program or simply 4-H Program. This program is extremely valuable to the young people who participate in it and to the community in general. The 4-H Coordinator position is responsible for developing, coordinating, managing, and supervising the 4-H Program in the County.

The job specifications for the 4-H Coordinator position were revised in February 2006 using information obtained from both written and verbal communication with the incumbent. The job specifications continue to accurately reflect the responsibilities and essential functions of the position. Therefore, no changes in the job specifications are recommended and similarly because the specifications accurately reflect the job as it stands today, no reclassification is requested.

The 4-H Coordinator position has significant responsibilities and as is the case with so many worthwhile programs and county positions, if more resources were available then services could be enhanced and/or made more widely offered. However, given the constraints of the County budget, and the current unknown impact of the State's financial crisis on county programs and revenue, additional staffing is not recommended.

This may require that some programs be reduced or that some activities be limited. Staff will continue to work with the Farm Advisor and 4-H Coordinator to best determine what programs if any may need curtailment. The Board will be kept informed if such changes become necessary.

The 4-H Coordinator is a singular position within the County and it is necessary to maintain parity with other positions having similar job responsibilities. Upon reviewing the essential job functions and the County's salary schedule, it was determined that an equity adjustment is warranted. It is recommended that the 4-H Coordinator position receive a 7.5-percent increase retroactive to July 1, 2008. This increase has been presented to and approved by the appropriate bargaining unit.

Financial Impact: The equity adjustment will necessitate reducing the General Contingency by \$3,592 to fund the increase through the remainder of the fiscal year.

RB/mbh

