

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Recommendation to deny the remaining two 2006 reclassification requests (one of the Account Clerk III positions and the Executive Secretary position in the Public Works Department) and provide direction to staff to review the Executive Secretary classification for further development. See attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting February 27, 2007, the Board approved six of the nine reclassification requests with direction to staff to re-review one of the Account Clerk III classes and the Executive Secretary class in the Public Works Department and bring back a recommendation relative to these two requests.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

None on this 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: \$		Staff report attached.
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.: 07-125 Ord. No. _____
 Vote - Ayes: 4 Noes: Bobby
 Absent: _____
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

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

CAO: [Signature]



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JANET BIBBY, CHAIR
LYLE TURPIN, VICE CHAIR
BRAD ABORN
DIANNE A. FRITZ
BOB PICKARD

DISTRICT III
DISTRICT II
DISTRICT I
DISTRICT IV
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Recommendation to Deny the Remaining Two 2006 Reclassification Requests (Account Clerk III and Executive Secretary Classifications in the Public Works Department) and Provide Direction to Staff to Review the Executive Secretary Classification for Further Development

RESOLUTION 07-120

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 3, 2007

ACTION AND VOTE:

B) Recommendation to Deny the Remaining Two 2006 Reclassification Requests (Account Clerk III and Executive Secretary Classifications in the Public Works Department) and Provide Direction to Staff to Review the Executive Secretary Classification for Further Development

BOARD ACTION: Rick Benson advised of his review of the requests and of his recommendation to deny the reclassification requests. He advised that he expects to come back to the Board with the final budget hearing process for consideration of a flex class for the Executive Secretary. Supervisor Pickard initiated discussion as to whether there are any other options for the Account Clerk III position. Discussion was held relative to the requests and the recommendation. There was no public input. (M)Fritz, (S)Pickard, Res. 07-120 was adopted denying the reclassification requests as recommended; and direction was given for the County Administrative Officer to review the Account Clerk III position for consideration of adding another level to the flex series or other options. Further discussion was held. The motion was amended, agreeable with the maker and second, to include direction for an item to be brought back for consideration of a flex class for the Executive Secretary. Rick Benson thanked Lisa Edelheit, SEIU Union Representative, for her work on this matter; and he advised that she was unable to attend this meeting, but expressed the same concerns as discussed by the Board and she did not agree with the recommendation. Supervisor Bibby stated she feels there are other positions where employees are topped out, and she does not support this. Supervisor Pickard asked for clarification of the direction relative to the Account Clerk III position, and suggested that the direction be dropped from the motion. No change was made to the motion. Supervisor Turpin commented on addressing this issue on a countywide basis. Ayes: Aborn, Turpin, Fritz, Pickard; Noes: Bibby.

Cc: Chris Ebie, Auditor
Sandi Laird, Personnel
Dana Hertfelder, Public Works Director
File

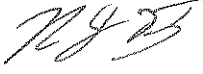
MARIPOSA COUNTY

Richard J. Benson
County Administrative Officer



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April 3, 2007

TO: Board of Supervisors 
FROM: Richard J. Benson, County Administrative Officer
SUBJECT: 2006 Reclassification Requests

On February 27, 2007 your Board considered the 2006 reclassification requests. Two positions were not brought to your Board for review at that meeting. We are now prepared to make a recommendation to your Board regarding these positions.

Account Clerk III/Public Works Department
Request: Reclassify to Accounting Technician II
Recommendation: Deny reclassification

At the request of SEIU, one of the Account Clerk III reclassification requests received further review. Staff met separately with the union representative and the department head to discuss the merits of the request. Upon further review, it is recommended that the Account Clerk III classification not be changed.

This position has been reviewed several times in the past and not recommended for reclassification. A thorough audit for this reclassification was once again conducted. Other than the volume of work, there has been no significant change in the duties performed. While the incumbent now has more duties, an increased workload is not justification for a reclassification.

This is a valuable employee who has reached the top of her salary range and has been at the top since the position was reclassified to an Account Clerk III from a Senior Account Clerk effective on July 1, 1991. Even though this individual is valuable and competent, a reclassification cannot be recommended unless warranted. Therefore, it is recommended that this request be denied.

Executive Secretary/Public Works Department
Request: Reclassify to Executive Assistant and change designation to Confidential
Recommendation: Deny reclassification and designation change; review to consider a different classification

Although the Executive Secretary functions somewhat independently performing a variety of complex secretarial duties, those tasks do not rise to the level that are performed by the Executive Assistant. Relative to designating the position as Confidential, Confidential status applies only to those positions that are privy to labor

negotiations, i.e., bargaining with the various Unions relating to employee benefits, working conditions, etc. This does not apply to the Executive Secretary in the Public Works Department. Therefore, it is recommended that the request be denied to reclassify the Executive Secretary to an Executive Assistant.

Although it is recommended that the reclassification be denied, while reviewing this classification it became obvious that this position has evolved. To a degree, it was found that the scope of work that this incumbent is tasked to perform often encompasses greater independence in decision-making and action than originally contemplated. Therefore, it is the intent of staff to revisit and conduct an in-depth review of the Executive Secretary classification with an expectation that a flex series within this classification will be recommended to your Board to accommodate the ever-changing needs and growth of larger departments.