DEPARTMENT: Administration

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize County Administrative Officer to retain the services of HDC & Associates to prepare job specifications and salary recommendations for employees transitioning from Kings View to county employment for a cost not to exceed $7,300 to be paid from Mental Health funds.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The county has begun a process to transition the county Mental Health program from Kings View to the county. A major component of the transition process is the development of county job specifications and salary levels for those employees who will ultimately become county employees. HDC has already been retained and has completed a comprehensive review of all county job specifications and I am recommending that I be given the authority to retain them to develop the job specifications for the Mental Health program. The retaining of HDC will also accelerate the transition process. There will be no cost to the general fund as this will be paid from Mental Health funds.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not authorize the action and have staff conduct this work which will delay the transition process for 2-3 months.

Financial Impact? (X) Yes ( ) No Current FY Cost: $7,300
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $________________________
Additional Funding Needed: $__________
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency ( ) General ( ) Other

List Attachments, number pages consecutively
Proposal from HDC

CLERK’S USE ONLY:
Res. No.: 04-1886 Ord. No. ________
Vote – Ayes: ______ Noes: ______
Absent: ______
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: __________

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended ( ) No Opinion
Comments:

CAO: __________

Revised Dec. 2002
Date: January 28, 2004

To: Richard H. Inman, County Administrative Officer
   Mariposa County

Subject: Classification/Internal Salary Alignment Study, Kings View

HDC & Associates will complete the above referenced study for an all inclusive cost of $7,300 (hours, travel time, expenses, etc.). Consultant expects to begin the assignment on Wednesday, February 11th and complete same by Tuesday, March 16, 2004 (assuming cooperation from Kings View staff, timeliness in completing PDQs, availability for interviews, review of new class specifications by management, etc.).

Consultant has identified seventeen (17) classifications and twenty-three (23) positions excluding the two (2) management position classifications. The following outlines the scope of the study:

- Conduct orientation sessions, distribute Position Description Questionnaires (PDQs).
- Review completed PDQs.
- Interview all incumbents.
- Prepare new classifications, where appropriate (+/- 15) in the format approved by Mariposa County.
- Concurrently, conduct an internal salary relationship analysis to recommend appropriate salary ranges for new County classifications. Research several counties internal salary relationships for like classifications as part of the review.
- Finalize classification specifications (if changes are needed from the drafts).
- Submit report/recommendations to County Administrative Officer and Board of Supervisors.
- Assist in the presentation of recommendations to the Board of Supervisors if requested.
HDC & Associates anticipates up to four (4) trips to Mariposa during the course of the study. Billing rates are as follows:

- Hourly rate: $80
- Travel time: $40 per hour
- Mileage: $.375 per mile
- Per diem: $35
- Lodging: Reasonable and as necessary
- Phone, fax, printing, etc.: At cost

Please let me know if I can answer any questions. We look forward to the opportunity of working for the County on this project.

Sincerely,

William L. "Bill" May
Principal Consultant