

MARIPOSA COUNTY RESOLUTION NO. 02-369

**A RESOLUTION AMENDING RESOLUTION 02-18
BY DESIGNATING THE PERSONNEL OFFICER/RISK MANAGER
AS A CONFIDENTIAL EMPLOYEE
AND OVERTIME EXEMPT**

WHEREAS, California Government Code Section 3507.5, empowers a public agency to designate Management and Confidential Employees pursuant to rules and regulations adopted therefore, and

WHEREAS, Mariposa County Resolution Nos. 88-479, 91-510, 98-362, 99-347, 00-243, 01-29, and 02-18 establishes rules and regulations providing for designation of Management and Confidential Employees, and

WHEREAS, the Board of Supervisors desires to designate certain employee positions as Management and Confidential Employees, and

WHEREAS, the Mariposa County Managerial and Confidential Organization and the Mariposa County Public Employees Association have been notified regarding the designation of management and confidential positions;

NOW THEREFORE BE IT RESOLVED by the Mariposa County Board of Supervisors a political subdivision of the State of California, as follows:

1. Management positions shall be defined by the Memorandum of Understanding currently in effect with Mariposa County and the Mariposa County Managerial and Confidential Organization.
2. The following are designated as Confidential Employees:

“Confidential Employee” means any employee who, in the regular course of his/her duties, has access to or possesses information related to his/her employer’s employer-employee relations. The following positions are tied to the Mariposa County Managerial and Confidential Organization for benefits and salaries, and are not dues-paying members of either unit. Benefits do not include Administrative Leave, and these employees are subject to overtime compensation under the Fair Labor Standards Act, with the exception of the Administrative Analyst position and Personnel Officer/Risk Manager position which is overtime exempt as an administrative employee pursuant to the Fair Labor Standards Act and shall receive Administrative Leave.

- a. Accountant I/II – Auditor
- b. Accounting Technician III/Payroll – Auditor
- c. Executive Secretary – Administration
- d. Executive Secretary – County Counsel
- e. Personnel Officer/Risk Manager
- f. Personnel/Risk Management Technician

- g. Secretary – Board of Supervisors
- h. Administrative Analyst – Administration

3. The following position is tied to the Mariposa County Managerial and Confidential Organization for benefits and is not a dues-paying member. Benefits do not include Administrative Leave, and this employee is subject to overtime compensation under the Fair Labor Standards Act. Salary is set by the Board of Supervisors.

- a. Clerk of the Board of Supervisors

4. The following position is tied to the Mariposa County Managerial and Confidential Organization for benefits and salary, and is not a dues-paying member. This employee is overtime exempt under the Fair Labor Standards Act and shall receive Administrative Leave. This designation will remain in effect until the Superior Court has signed a Memorandum of Understanding with the Mariposa County Managerial and Confidential Organization.

- a. Court Executive Officer

PASSED AND ADOPTED this 1st day of October, 2002, by the Board of Supervisors of Mariposa County by the following vote:

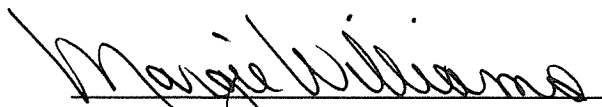
AYES: Parker, Reilly, Stewart, Pickard, Balmain
NOES: None
ABSENT: None
ABSTAINED: None



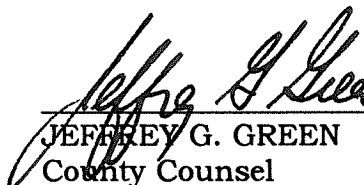
ROBERT C. STEWART, Chairman
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



MARGIE WILLIAMS
Clerk of the Board



JEFFREY G. GREEN
County Counsel

DEPARTMENT: County Counsel/Personnel

BY: Jeffrey G. Green

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

1. Approve the proposed class specification and designation of Personnel Officer/Risk Manager and set the salary range at 278 (\$3,771 - \$4,584); Authorize the allocation of the position in the Personnel budget unit effective immediately.
2. Adopt a Resolution designating the Personnel Officer/Risk Manager as a Confidential Employee and overtime exempt.

This classification will be designated as a Confidential Employee and tied to the Mariposa County Managerial and Confidential Organization (MCMCO) for benefits and salary. In addition the position will be considered overtime exempt and receive Administrative Leave. This position was funded in the Fiscal Year 2002-2003 Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On November 6, 2001, the Board of Supervisors approved the Personnel/Risk Management Transition Plan, which included the County Administrative Officer bringing the Personnel Officer/Risk Manager class specification to the Board of Supervisors for approval and allocation.

Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes. Prior Board actions have made designations of Management and Confidential employees. This Resolution will supersede Resolution 02-18.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 02-369 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

A.O. Initials:

MARIPOSA COUNTY

JOB TITLE: PERSONNEL OFFICER/RISK MANAGER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under administrative direction plans, organizes, directs, and administers the County personnel and risk management programs; assists the County Administrative Officer with employer-employee relations; ensures County compliance with all applicable federal and state regulations; coordinates and manages the County's self-insurance, workers' compensation claims, and safety program; may serve as administrative hearing officer for employee grievance proceedings; performs related professional and administrative work as required.

SUPERVISOR: County Administrative Officer

TYPICAL DUTIES:

- Conducts recruitments for County departments, accepts and screens applications, and assists department heads in employee selection based upon job relevant factors
- Responsible for the on-going development and maintenance of the County classification plan, including the establishment of new classifications and the revision of existing classifications
- Designs and conducts classification, compensation, and benefit surveys and recommends allocation of positions to appropriate classes and salary ranges
- Evaluates reclassification requests and makes recommendations regarding findings
- Participates in the County's labor negotiations; facilitates negotiation planning and processes; may serve as negotiator
- Researches, implements, monitors, and ensures compliance with various federal and state regulations and legislation which impact County personnel management

MARIPOSA: Personnel Officer/Risk Manager

TYPICAL DUTIES: (cont.)

- Develops, recommends, interprets, and administers personnel rules, policies, and procedures for consistency with Board policies, employee association contract provisions, and legal requirements
- Develops and maintains training programs for managers, customer service and new employee orientation
- Develops and maintains systems that provide for proper documentation, evaluation, and control of personnel records
- Counsels with Department Heads and managers regarding implementation of disciplinary process
- Investigates employee grievances, prepares investigation reports, and recommends disciplinary actions
- Oversees development and implementation of County self-insurance and insured programs
- Responsible for County workers' compensation claims, including investigating incidents and initiating appropriate steps to implement corrective action, reduce hazards, and mitigate risks
- Provides training workshops on employee disciplinary matters and workers' compensation claim prevention
- Prepares and administers the department budget
- Supervises support staff and conducts performance evaluations

EMPLOYMENT STANDARDS:

Knowledge of:

- principles, practices, and techniques of public personnel administration
- principles of labor negotiations and employee relations
- pertinent local, State, and Federal laws, rules, and regulations as they apply to personnel management

MARIPOSA: Personnel Officer/Risk Manager

- recruitment and selection methods and procedures
- principles, techniques, and methods of position classification and salary administration
- principles and practices of risk management and workplace safety
- laws, regulations, policies, and procedures affecting risk management including liability and workers' compensation claims
- administrative principles and methods including program and budget development and implementation, and employee supervision

Ability to:

- plan, organize, and manage County personnel and risk management systems and functions
- develop and implement personnel policies and procedures
- develop, coordinate, and conduct recruitment, screening, and selection procedures
- direct and perform assignments necessary for the maintenance of the County classification and compensation system
- provide counseling and advice on disciplinary matters
- be responsible for the development and maintenance of affirmative action programs and Equal Employment Opportunity
- investigate complex employee grievances, identify pertinent facts, and draw reasonable conclusions
- negotiate labor agreements
- interpret and apply County policies, procedures, rules, and regulations
- analyze complex problems, evaluate alternatives, and make sound recommendations

MARIPOSA: Personnel Officer/Risk Manager

Ability to: (cont.)

- establish and maintain effective working relationships with those contacted in the course of work
- prepare clear, concise, and competent reports, correspondence, and other written materials

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in business, public, or personnel administration, industrial relations, or directly related field. A Master's degree in business or public administration is highly desirable.

AND

Experience:

Five years of increasingly responsible experience in personnel/human resources and risk management which includes at least two years in a supervisory or administrative capacity.

AND

Possession of a valid California driver's license.

Created: 10/02 (B/S 02-369)