

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution amending the Employee Allocation Schedule to eliminate the 80% position of Senior Outreach Specialist, add an 80% Office Assistant II, and appoint the incumbent extra-help Senior Outreach Specialist to fill this vacancy in the Community Services Department effective February 1, 1999.

A new 80% position for a C.S. Outreach Specialist, Salary Range 64 (\$1,301-\$1,581), was approved by the Board during the 1998-99 budget process with funding provided for one-half of the current fiscal year. Subsequent to the budget hearings, Personnel staff reviewed this position requirement with the Community Services Director, and it is believed that the required work falls within the job classification of an Office Assistant II. Rather than creating a single-class job description, it is recommended that this approved allocation be amended to that of an 80% Office Assistant II, Salary Range 66 (\$1,314-\$1,597) and that the existing extra-help only class specification of Senior Outreach Specialist be abolished. While the subject matter of the work is relevant to the activities of the Community Services Department, the specific knowledges, skills and abilities required to be utilized are those of the mid-range clerical series. Further, use of the generic class specification for this position would broaden our applicant pools should any vacancy for this position occur in the future.

With an effective date of February 1, 1999 for this appointment, sufficient funding is available within the current budget to accommodate the requested modest increase of 1%. At the 80% level, this represents an annual increase of \$116 over currently budget funds.

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COSTS: (X) Not Applicable

A. Budgeted current FY	\$6,246
B. Total anticipated costs	\$6,246
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.: 99-20 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: Reilly Abstained: _____

Approved _____ () Denied _____

() Minute Order Attached () No Action Necessary

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: JG

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

The incumbent extra-help Senior Outreach Specialist was appointed from a certification list for that position in April, 1992 and has worked in that capacity since then. She would be eligible, subject to the approval of the Personnel Director, for appointment to a regular County position pursuant to the provisions of our Employer-Employee Relations Policy if no change in the job title was being requested; she meets all of the minimum qualifications of an Office Assistant II and basically has functioned in that capacity since her original extra-help appointment in 1992. Because of her years of experience in the Community Services Department, she is very familiar with all of its functions. Her appointment at this time to the 80% permanent part-time position will help ensure continuity of the services provided by the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per 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."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed amendment to the Employee Allocation Schedule and direct Personnel staff to submit a specialized class specification for this position.