

DEPARTMENT: Admin/Personnel

BY: Janet Hogan/Jeffrey G. Green PHONE: 966-3222

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

Resolution eliminating the Personnel Analyst I and II classifications and creating a new classification entitled Personnel/Risk Management Technician at salary range 172. This is the first step in the long-term plan to return the Personnel function to the County Administrative Officer (CAO) which was originally in the CAO's office. By aligning the risk management duties with Personnel, this will provide an opportunity to more efficiently restructure these positions in the future. At the present time, County Counsel will continue to hold the title of Interim Personnel Director and will supervise both County Counsel's Office and the Personnel/Risk Management function. At such time as the current County Counsel retires, it will be requested that the Personnel/Risk Management function be transferred to the CAO's office as it would be difficult, if not impossible, to find an attorney with public law, personnel, and risk management experience.

The salary range for the new classification is the same as the previous classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

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.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve recommendation as proposed.
- Do not approve as proposed; revise proposal as the Board desires and approve.
- Provide alternative direction to staff concerning the Personnel/Risk Management function.

<p>COSTS: () Not Applicable</p> <p>A. Budgeted current FY \$ _____</p> <p>B. Total anticipated costs \$ _____</p> <p>C. Required additional funding \$ _____</p> <p>D. Internal transfers \$ _____</p> <p>SOURCE: () 4/5ths Vote Required</p> <p>A. Unanticipated revenues \$ _____</p> <p>B. Reserve for contingencies \$ _____</p> <p>C. Source description: _____</p> <p>Balance in Reserve for Contingencies, if approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:</p> <p>Class Specification</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>CLERK'S USE ONLY:</p> <p>Res. No.: <u>99-313</u> Ord. No. _____</p> <p>Vote - Ayes: _____ Noes: _____</p> <p> Absent: _____ Abstained: _____</p> <p>() Approved () Denied</p> <p>() Minute Order Attached () No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office.</p> <p>Date: _____</p> <p>ATTEST: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>By: _____ Deputy</p>	<p>ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as:</p> <p>_____ Recommended</p> <p>_____ Not Recommended</p> <p>_____ For Policy Determination</p> <p>_____ Submitted with Comment</p> <p>_____ Returned for Further Action</p> <p>Comment: _____</p> <p>_____</p> <p>A.O. Initials: <u>JH</u></p>
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COUNTY of MARIPOSA

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



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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County Administrative Officer
JEFF GREEN, County Counsel/Personnel

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

SUBJECT: Eliminating Personnel Analyst I and II Classifications and Creating a New Classification of Personnel/Risk Management Technician; Res. 99-313

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 12, 1999

ACTION AND VOTE:

10:42 a.m. Resolution Eliminating the Personnel Analyst I and II Classifications and Creating a New Classification Entitled Personnel/Risk Management Technician at Salary Range 172 (Administration/Personnel)

BOARD ACTION: Jeff Green, County Counsel, reviewed the history of the personnel function in the County, and the plans to transfer the function back to Administration. (M)Parker, (S)Stewart, Res. 99-313 adopted/Ayes: Balmain, Stewart, Parker, Pickard; Excused: Reilly. Following further discussion, Board concurred with directing the County Administrative Officer to come back to the Board with a timeframe and reorganization plan of the Administration Department, including the addition of an administrative assistant and the personnel function, along with cost information.

cc: Ken Hawkins, Auditor
File

MARIPOSA COUNTY

JOB TITLE: Personnel/Risk Management Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general direction, to assist in the administration of the County's personnel and risk management functions by performing a variety of paraprofessional and technical tasks in support of professional staff. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may supervise the work of clerical employees.

SUPERVISOR: Personnel Officer/Risk Manager

TYPICAL DUTIES:

- Participate in all aspects of personnel recruitments including writing job announcement bulletins, writing and placing advertising copy, reviewing applications and evaluating qualifications; proctoring exams, scoring and recording test results; developing certification lists and maintaining accurate complete records related to recruitments;
- Establish and maintain employee personnel files ensuring that all required documents are assembled and accurately filed;
- Collect and analyze data for salary surveys; maintain and update the County's Position Allocation, Classification and Salary Range Schedules;
- Assist in the preparation and presentation of training programs;
- Consult with departments regarding personnel practices and procedures;

- Prepare simple classification/reclassification studies; revise existing and draft new classification specifications;
- Receive, record and review all work-related injury claims from County employees; assist in reviewing injury reports for completeness and consistency; gather information by requesting reports from physicians, departments and witnesses; provide employees with information about their rights and benefits under Workers' Compensation laws; assist in the preparation of reports of investigations;
- Receive, record and review all insurance inquiries and claims related to liability, property and other insurance programs;
- Act as liaison between the County's Risk Manager and insurance carriers;
- Prepare material for Board of Supervisors agendas including staff reports, resolutions and other types of actions;
- Compose and prepare correspondence, memos and reports regarding various personnel, risk management, and general matters;
- Prepare and submit administrative documents related to Personnel and Risk Management operations including time sheets, budget changes, claims and general correspondence; prepare an initial annual budget for the Personnel function for review by the Personnel Officer and/or assist with preparation of the annual Risk Management budget; monitor expenditures to insure they remain within budgeted allocations.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard office practices and procedures

- Personal computer operations including applications software such as word processing and spreadsheet programs
- Correct English grammar and usage
- Current techniques in records management and retrieval
- Budget preparation and administration

Ability to:

- Learn and effectively apply public personnel principles, practices and procedures
- Learn insurance claims management and review principles and procedures
- Speak, write and interview effectively
- Perform arithmetic calculations such as multiplication, division and percentages
- Gather and analyze data, prepare reports and make recommendations
- Maintain neat, comprehensible and accurate records
- Establish and maintain effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate, and

Five years increasingly responsible clerical work including:

Frequent use of a personal computer and word processing and spreadsheet software; and

Some experience with processing personnel and/or payroll transactions and the maintenance of personnel records, compensation or classification plans, etc.

OR

Some experience processing insurance claims of some nature (unemployment, workers' compensation, general liability, property, etc.)

College education may be substituted on a year-for-year basis up to three years (90 semester units or 135 quarter units) for the required experience provided the frequent use of a personal computer and personnel or insurance experience can be demonstrated.

Creation Date: _____ (B/S Res. No. ⁹⁹⁻³¹³)