

DEPARTMENT: County Counsel 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 for the Probation Department by eliminating one Senior Office Assistant position (Range 84 - \$1,437-1,746 per month) and adding one Account Clerk III (Range 102 - \$1,571-1,910 per month).

Prior employee allocation schedules have provided two senior office assistant positions as support staff for the Probation Department. Over the past several years, the work assigned to one of these two positions has evolved from the normal clerical functions assigned to a senior office assistant to that of a predominantly bookkeeping nature with the most recent tasks becoming increasingly complex. The department head has requested this change to the Employee Allocation Schedule at this time, and a copy of memorandum dated January 12, 1998 from Nancy Kyle, Personnel Analyst, is attached which provides more detail in support of this recommendation.

Because of salary savings realized from the currently vacant position, sufficient funds are available within the current budget to offset the increase in salary range for the recommended position level for this fiscal year. Because this position allocation is charged to the County's General Fund, there would be an annual increase of \$2,652 sustained by the County.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board of Supervisors, as part of its final budget action, adopts the Employee Allocation Schedule - Detail on a County-wide basis. The Board may amend this schedule at any time during the fiscal year if they determine that a requirement exists to add, delete or reclassify any positions.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested amendment to the Employee Allocation Schedule. The Probation Department would then seek to fill the position at the currently allocated level of Senior Office Assistant, and the department head would be put in the position of having to assign out-of-class work to the new employee.

COSTS:	(X) 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.: 98-35 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ 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

Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD



JANET HOGAN
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

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January 12, 1998

PERSONNEL OFFICE
209/966-3222

TO: Jeffrey G. Green, Acting Personnel Director

FROM: Nancy Kyle, Personnel Analyst *(NK)*

CC: Janet Hogan, County Administrative Officer
James W. Moffett, Chief Probation Officer

RE: Amendment to Employee Allocation Schedule for the Probation Department

As you know, we have had several discussions with Jim Moffett regarding his two support staff positions. Currently, both of these are Senior Office Assistants (Range 84). A serious problem has arisen from the fact that the nature of the work in the Probation Department has changed over the years and caused one of the two desks to be assigned more and more bookkeeping tasks. It involves such things as departmental budget tracking, payroll functions, processing accounts payable, and handling the approximately 400 monthly billings relative to collections and court fees. This position is supervised by and reports directly to the Chief Probation Officer. While a large portion of the assigned work is deemed to be at the Account Clerk II level, there is also an increasingly large amount of work that is of the nature and complexity of advanced journey-level bookkeeping which is generally performed by an Account Clerk III.

This transitional position is again vacant, and both the department head and I believe that we can more successfully fill the vacancy if we direct recruitment at the appropriate level of classification. In further evidence of the inappropriateness of the current classification, it should be noted that the department has experienced a large turnover for this position. The most recent senior office assistant that was appointed to cover this desk accepted a lateral transfer to another department, thereby creating the current vacancy. Rather than requesting this amendment to the Employee Allocation Schedule during the budget process, I am recommending that we request this change from the Board at this time for two reasons:



- It will be easier for the department head to appoint a qualified employee if he is able to make a selection from an appropriate list.
- If we do not make this change now, the department head in all probability will be forced to assign out-of-class work to the new employee in order to handle the required departmental workload. We would then be looking at reviewing this position again anyway through the reclassification provision established in our MOU.

In addition to the written request and marked up class specifications received from Jim Moffett, on January 8, 1998, I met with both Jim and Gail Neal, DPO III, and did a quasi-desk audit for this position. Other assigned tasks not specifically identified by our job descriptions include:

- Collects, calculates, prepares and submits reports and claims related to Federal funding, and calculates yearly capitated rates for two separate Federal funding programs.
- Collects information and prepares reports in accordance with requirements of State and Federal grants.
- Assists in the development and preparation of the departmental budget.
- Responsible for restitution requirements by determining amounts, notifying defendants, coordinating with victims and investigating inflated claims.

In addition to the above, the new employee will also be required to learn the new computer accounting program for probation departments which will be used in conjunction with the JALAN program currently being established for the courts.

Currently, the department estimates that from 30-35% of the employee's time will be allocated to the more complex assignments, and they see this percentage increasing in the future as the State and Federal funding requirements become more demanding. Because of the typical tasks assigned to this position, I recommend that the requested change to the Employee Allocation Schedule be made at the Account Clerk III level; anything less would probably be cause for a reclassification request in the near future.