

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

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

Adopt this resolution approving revision of salary for the position of Information Systems Specialist from Range 200 (\$2,558-3,110) to Range 214 (\$2,743-3,334) and waiving certain minimum qualifications for the current recruitment.

The requested minimum qualifications to be used for the current recruitment only are contained in the attached memorandum from Nancy Kyle, Personnel Analyst. The current recruitment was opened on December 11, 1997 and, despite very extensive advertising, only one qualified application has been received to date. While the initial salary range and degree requirement recommended to the Board when this position was created by their action on November 25, 1997 (Res. 97-455) are still believed to be appropriate within the overall classification and compensation structure for Mariposa County, it is believed that the salary range is low when compared with nation-wide industry standards as well as today's employment market. Further, it has been found that while many individuals possess the necessary knowledges, skills and abilities required, they do not have a full 4-year college degree. While such a degree is a common requirement by Mariposa County for positions placed at this salary range level, it is not considered to be a mandatory requirement for a position this technical and specialized in nature.

Funds are available from salary savings realized due to the current vacancy to absorb the increased costs during this fiscal year. On the basis of salary calculated at Step 5 of the current and proposed new salary ranges plus a 35% benefit factor, the on-going annual additional costs incurred will be \$3,629.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** The Board has the authority to increase salary ranges and modify minimum qualifications as deemed necessary in order to successfully carry out the business of the County.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve these requested changes and continue to recruit to the current salary range and minimum qualifications. Further delay in filling this critical vacancy will probably occur resulting in inability to adequately staff the computer requirements for our Courts.

A consultant could be hired on a temporary basis, but anticipated overall costs are estimated to be substantially higher, and this would not resolve the long-term requirement for staff.

**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.: 18-46 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 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: JK