

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

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

Adopt this resolution deleting the existing position of Staff Services Analyst II, Salary Range 174-190 and reclassifying this position to Staff Services Manager I, Salary Range 179-195, within the Human Services Department. Merit System's administrative regulations require this action to be taken outside the County's normal reclassification process. This reclassification is to become effective upon appointment made by Merit System Services subsequent to completion of its promotional examination. This reclassified position will continue to be assigned to MCMCO.

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."

Pursuant to attached letter dated October 8, 1993, CPS/Merit System Services has approved the request for reclassification for the current Staff Services Analyst position to that of a Staff Services Manager I level. It is necessary for Mariposa County to approve this position allocation and requested salary range in order to allow Merit System to proceed with their promotional examination for the new position.

The Board of Supervisors has previously approved the Merit System Services class specification for *Staff Services Classes, Series Specification*. This series incorporates the specifications for both the Staff Services Analyst II and the Staff Services Manager I; therefore, no change in this class specification is requested. The Department Head has indicated that there are sufficient salary savings available to fund this increase, and therefore, there is no adverse budget impact during fiscal year 1993-94.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested position allocation and recommended salary range and be out of compliance with Merit System Services review and recommendation with respect to this reclassification.

Make any change to the recommended salary range as deemed necessary.

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.: 94-24 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: [Signature]

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



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October 8, 1993

NOV 19 1993

Mr. Tom Archer
Director
Mariposa County Department of Human Services
Social Services Division
5186 Highway 49 North
Post Office Box 7
Mariposa, CA 95338

MARIPOSA COUNTY PERSONNEL

Dear Tom:

Merit Systems Services has reviewed the request for the Staff Services Analyst position to be reclassified to a Staff Services Manager I level. Upon review of the position description questionnaire and the specification requirements for the Manager I position, MSS has approved the request for reclassification.

Local Agency Personnel Standards (LAPS) Section 17446(b) requires that the incumbent compete for the reclassified position and the appointment be made from the number of names certified. Mariposa County should complete the required MS-18 form requesting a promotional examination for the new position. We will begin the recruitment process as soon as the form is received.

Should you have any questions on this, please contact me at the above telephone number.

Sincerely,

Beth A. Huber
Personnel Management Consultant

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OCT 12 1993

DIV. OF SOCIAL SERVICES
MARIPOSA COUNTY

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- City of Anaheim ■ East Bay Municipal Utility District ■ California State Personnel Board
- Hayward Unified School District ■ County of Sacramento ■ County of Sonoma