

DEPARTMENT: Administration BY: Mike Coffield PHONE: 966-3222

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

Report and recommendations - 1993 Reclassification Requests

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attached memorandum

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: () Not Applicable
A. Budgeted current FY \$ 0
B. Total anticipated costs \$ 7,286
C. Required additional funding \$ 7,286
D. Internal transfers \$

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

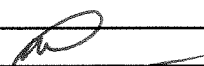
SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$
B. Reserve for contingencies \$ 7,286* To be transferred through Mid-Year Report
C. Source description:
Balance in Reserve for Contingencies,
if approved: \$

CLERK'S USE ONLY:
Res. No.: 94-28 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
(x) 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

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

Comment: _____

A.O. Initials: 

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: MIKE COFFIELD, COUNTY ADMINISTRATIVE OFFICER
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*
SUBJECT: 1993 RECLASSIFICATION REQUESTS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on January 25, 1994

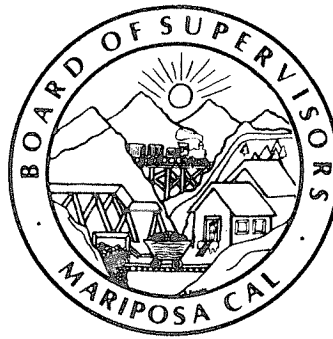
ACTION AND VOTE:

10:40 a.m. Recommendations Concerning 1993
Reclassification Requests (County Administrative Officer)
(Continued from January 18, 1994)
BOARD ACTION: Mike Coffield/County Administrative Officer,
provided staff report and advised that he is willing to
reconsider the recommendation for the District Attorney's
Account Clerk position based on additional information that
was received. (M)Erickson, (S)Parker, Res. 94-28 adopted
approving reclassification requests as recommended, with the
exception of the District Attorney's Account Clerk position
which was referred to the County Administrative Officer for
further investigation/Ayes: Unanimous.

cc: Jeff Green, County Counsel
Ken Hawkins, Auditor
George Griffith, District Attorney
Jim Moffett, Chief Probation Officer
Mike Edwards, Public Works Director
Personnel
File

Mariposa County Board of Supervisors

District 1 ARTHUR G. BAGGETT, JR.
District 2 DOUG BALMAIN
District 3 ERIC J. ERICKSON
District 4 GARRY R. PARKER
District 5 GERTRUDE R. TABER



MIKE COFFIELD
Administrative Officer


MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222

FAX (209) 966-5147

January 7, 1994

To: Board of Supervisors

From: Mike Coffield 
County Administrative Officer

Subj: **1993 Reclassification Requests**

BACKGROUND

Our Memoranda of Understanding specify that an employee or department head may request a reclassification of an existing County classification during the month of October. This process requires that the Administrative Officer review all reclassification requests received and recommend one of three actions to the Board of Supervisors:

- Deny the request and direct the department head to assign only those duties to the employee that are within the employee's current job description;
- Approve the request for reclassification;
- Deny the request for reclassification.

The Administrative Officer's recommendation must be transmitted to the affected Union one week prior to Board action, and the Board must act on the recommendations within twenty days of receiving them. The Union may appeal the decision of the Board to arbitration. The arbitrator cannot direct that a reclassification be approved, however, if the arbitrator finds that the employee has been working out of class, the County must either reclassify the employee, or remove the higher level duties, and pay the employee back-pay for the time spent working out of class. Any of the following reclassifications which are approved become effective retroactively to December 1, 1993.

REQUESTS RECEIVED.

There were six reclassification requests received. The Auditor/Recorder requested that the Accounting Technician II in charge of Accounts Payable be reclassified to a Flex Classification of Accounting Technician II/III, which would allow the incumbent to be



promoted after completion of the appropriate time at the Account Technician II level. The Auditor/Recorder requested that the Accounting Technician I in charge of the Payroll function be reclassified to a Flex Classification of Accounting Technician II/III also. These requests are intended to bring parity to the two most complicated functions of the office.

The District Attorney requested that the Account Clerk II running the fiscal section of the Family Support Division be reclassified up three levels in the series to Account Technician II.

The Probation Officer requested that the Probation Aide who has assumed supervision of all operations of the new Juvenile Detention Facility be reclassified to a new classification of Senior Juvenile Supervisor.

The Public Works Director recommended a new classification at the same salary level for the Account Clerk II who is assigned fiscal support for the Equipment Maintenance Shop, and recommended against the request of a Senior Maintenance Worker to be reclassified to a Traffic Control Supervisor.

PROCESS

The analysis of reclassification requests consisted of the following:

1. Reviewed job analysis questionnaire completed by employee for the reclassification request, and analyzed extent of change in duties;
2. Reviewed job specifications for both current and requested classification to ensure that tasks being performed conformed to job description;
3. Reviewed and compared to other positions in the County of similar duties and levels of responsibility to ensure internal equity;
4. Reviewed and compared job specification from comparable counties, as required;
5. Conducted a desk audit or discussed with the employee the changes in duties and responsibilities which justify the requested reclassification.

CRITERIA

Reclassification is appropriate for positions whose duties and responsibilities have changed significantly from the assigned job description, or positions that have been structurally affected by organizational changes.

Reclassification is inappropriate in the following situations:

- **Overwork** - If an employee cannot complete the assigned work in the time available because of sheer volume, extra help is needed, not a new job description.
- **Performance** - Superior performance is not rewarded by a reclassification upward any more than poor performance is punished by a reclassification downward. While it is natural for the better employees to grow and mature into taking on greater responsibilities, managers are urged not to do an injustice to their best employees by allowing them to work beyond their classifications to the extent that they are inadequately compensated for the level of responsibility exercised.
- **Topping Out** - Employees at the top of their pay ranges in their respective classifications are not reclassified to a higher pay level. Longevity pay is in effect for that reason.
- **Minor changes in duties** - The addition of duties to a position does not mandate a reclassification. Provided that the duties are within the level and scope of the job classification, no change to the position is warranted.

RECOMMENDATIONS

Auditor/Recorder

From: Account Technician II	To: Account Technician II/III
Cost*: \$3,499 (+10%)	Recommendation: Deny

Discussion: This request is for two actions. The first is to find that the Accounts Payable function warrants classification at the Account Technician III level, and the second is to allow a Flex Classification of Account Technician II/III. Account Technician III is the highest non-professional accounting level in the County. It exists only in the Department of Public Works, where it was added last year due to the deletion of the Public Works Accountant position. The principal change in the Auditor position since it was last classified has been a significant increase in the volume of work performed. In Public Works, the complex fund and cost accounting functions are performed without the supervision of an Accountant, a situation which does not exist in the Auditor's office. Accordingly, the position in the Auditor's Office does not require an equivalent level of independent responsibility. The Flex Class is not appropriate if the higher level is not justified.

From: Account Technician I	To: Account Technician II/III
Cost: \$6,674 (+22%)	Recommendation: Partially Approve

Discussion: Again, this is a request for a Flex Class as well as a higher level. The Auditor feels that the Payroll function and the Accounts Payable function are equivalent in terms of

complexity and responsibility. Since the above request is not recommended, parity with the Accounts Payable position may be achieved through a reclassification to Account Technician II, at an annual cost of \$3,175. With a new department head coming into this department, it is recommended that the issue of the need for, and number of, Flex Classifications be held for the review of the new Auditor.

District Attorney

From: Account Clerk II	To: Account Technician II
Cost: \$7,371 (+28%)	Recommendation: Partially Approve

Discussion: Mariposa County clerical accounting functions are performed by employees in six classification levels: Account Clerk I, II, III and Account Technician I, II, III. There are 16 employees in those six classifications as follows:

Account Clerk I -	0
Account Clerk II -	6
Account Clerk III -	4
Account Tech I -	4
Account Tech II -	1
Account Tech III -	1

Relative to the District Attorney's request, there has been significant growth in the complexity of record-keeping in Family Support due to additional Federal and State guidelines which have complicated these activities. Supervision functions have been added to the position. New tasks have been assigned to the position such as the Title IV-D accounting which used to be performed by a Family Support Officer, but is more appropriately performed by the Account Clerk. However, the requested level would make this position equivalent with the countywide Accounts Payable or countywide Payroll functions performed in the Auditor's Office. Accordingly, the recommended level is Account Clerk III at an annual cost of \$3,013.

Probation

From: Probation Aide	To: Senior Juvenile Supervisor
Cost: \$6,302 (+19%)	Recommendation: Approve

Discussion: When the Juvenile Detention Facility was opened with no increase in the level of staffing, it was recognized that some restructuring of duties would be required. The Probation Aide, who had been responsible only for backing up Probation Officers and clerical staff, assumed responsibility of overseeing the 24-hour operations of the new facility. In the nine months since the facility was opened, it has been occupied on an average of five days per month, with the highest occupancy in July, when it was occupied

1/3 of the time. This has required hiring, training, scheduling and supervising on-call staff who run the facility in the absence of the incumbent. The incumbent makes a recommendation on disposition of the child to group home, foster home or placement in another facility when the statutory limit for our facility is reached, and coordinates all adult and juvenile community service activities, in addition to "crisis intervention" related to juvenile activities. These additional responsibilities warrant the increase in classification.

Public Works

From: Account Clerk II
Cost: \$0

To: Parts Clerk
Recommendation: **Deny**

Discussion: The department recommended that the position be retitled at the same level of compensation. The complexity of duties performed is appropriate to the level of compensation received as Account Clerk II, although many inventory control functions are also appropriate to Account Clerk III. Additionally, new purchasing and receiving functions have been assigned, and in discussions with the department, it was indicated that as part of the reorganization of Fleet Maintenance, additional, non-clerical assignments to this position would be recommended. At a minimum, the employee is certainly correct that the class specifications do not adequately reflect the duties performed by her on a routine basis. Accordingly, when the class specification for Account Clerk II is next revised, some specific references will be made to maintaining "parts inventories" and "vehicle maintenance service records", etc. Beyond that, this request should be revisited in the context of the Fleet reorganization plan when it is forwarded to the Board.

From: Senior Maintenance Worker To: Traffic Control Supervisor
Cost: \$4,552 (+28%) - Estimated Recommendation: **Deny**

Discussion: The department head finds that the duties performed in making the County's signs, which is the principal responsibility of the employee, is within the existing class specification. The incumbent makes signs on Work Orders issued by a Traffic Technician. Those duties existed in the job description when the incumbent took the position, and other Senior Maintenance Workers operate with a comparable level of responsibility for road safety.

* All costs above are annual, calculated from Step 5 of the lower class to Step 5 of the higher and assume 35% benefits.



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF MARIPOSA

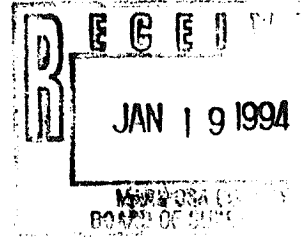
GEORGE W. GRIFFITH
District Attorney

SUE LINCOLN
Administrative Assistant

Family Support Division
FRANCIS W. McNALLY
Deputy District Attorney
Criminal Division
WILLIAM W. TURKINGTON
Deputy District Attorney

January 18, 1994

Mike Coffield
County Administrative Officer
P.O. Box 784
Mariposa, CA 95338



Re: Job Reclassification
Family Support Division
District Attorney's Office

Dear Mike:

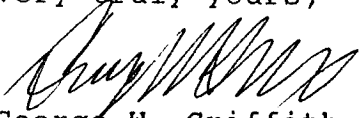
I would like to contest your recommendation regarding the above-captioned matter.

I feel strongly that this position should be reclassified into the Account Technician category. The individual holding this position is required to regularly interpret new State and Federal Mandated Regulations and to independently make decisions on the implementation of these regulations. This includes establishing the necessary procedures to insure compliance, training those individuals that will be affected, and monitoring same.

I would further request that you reconsider your recommendation. I do not believe the level of independent responsibility assigned this position is still within the realm of the account clerk classifications.

Thank you for your consideration regarding this matter.

Very truly yours,


George W. Griffith
District Attorney