

DEPARTMENT: Administration

BY: Mike Coffield

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No x)
Resolution Approving Work Study Student Trainee as Extra Help in the Administration, Board of Supervisors and Personnel Offices for the remainder of FY 1994/95 at \$5.00 per hour and Authorization to Administrative Officer to Execute Worksite Agreement

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors adopted Resolution 92-47 approving the class specification and worksite agreement for Work Study Student Trainee on January 21, 1992.

The Administrative Office, Board of Supervisors and Personnel Office require extra help annually for preparation of the budget document, reception, filing, sick leave and vacation coverage, and other projects. Extra help funds are available in the departmental budgets to cover these needs.

A student worker has been assigned to these departments under the Mother Lode Job Training Youth Employment and Training Program and has been undergoing training in these departments and in County Counsel's office for two months. The student is available for parttime work while attending college classes. Having the ability to appoint a student that is already trained in the various aspects of these offices will provide more efficient and consistent staffing over the extra help we have been using from a temporary service for sick leave and vacation relief and will provide continued training to the student in the field of Business & Agriculture.

There are sufficient funds available in the extra help line items of the three departments for the appointment of the student and the appointment would realize a cost savings over other sources of extra help.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. The annual workload to prepare the budget document historically requires the hiring of extra help. Without making this appointment it would be difficult to comply with the statutory requirements of the budget.
2. The Board may approve the hiring of extra help from County lists for preparation of the budget and vacation and sick leave coverage, but the cost would be greater.

COSTS: () 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.: 94-371 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: MC

**WORKSITE AGREEMENT
WORK STUDY STUDENT TRAINEE**

Upon assignment of Work Study Student Trainee all worksites shall be required to adhere to and comply with the following federal, state and County rules and regulations:

1. No currently employed worker shall be displaced or have work hours reduced as the result of hiring a Work Study Student Trainee.
2. Worksite shall provide all Work Study Student Trainees with an orientation that includes, but is not limited to:
 - a. Memorandum of job description, duties and responsibilities. (Attached class specification)
 - b. Hours of work, time, and attendance procedures. As assigned
 - c. Emergency and accident procedures.
3. Worksite shall provide meaningful, sufficient, well supervised work experience and adequate materials and equipment for all Work Study Student Trainees.
4. Worksite shall maintain an accurate record of hours worked by each Work Study Student Trainee and shall complete time sheets in accordance with the procedures and schedules established by the County.
5. Worksite shall maintain a safe and sanitary work environment.
6. Work Study Student Trainee activities shall be consistent with the approved duty statement memo.
7. Work Study Student Trainees shall not be employed in jobs which are considered hazardous with respect to age according to Federal and State Child Labor Laws.
8. Work Study Student Trainees shall not be employed in the construction, operation or maintenance of any portion of a facility used or to be used for religious instruction or worship nor in any assignment which involves religious duties.
9. Work Study Student Trainees shall not engage in any political or fund-raising activities during work hours.
10. Work Study Student Trainees shall be allowed to attend scheduled meetings with their counselor.
11. Worksite shall provide the Work Study Student Trainee's counselor with performance evaluations in the manner prescribed by the school.

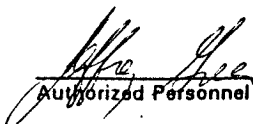
COMPLIANCE

1. Worksite shall comply with all Equal Employment Opportunity laws and nondiscrimination policies, grievance procedures, and program accident/injury reporting procedures.
2. Access to the worksite shall be allowed to the School, County, State and Federal Department of Labor monitors.
3. In the event of non-compliance with the provisions of this Worksite Agreement, the County may remove from the worksite any or all of the assigned Work Study Student Trainees.



Authorized Worksite Representative

Date: _____



Authorized Personnel Representative

Date: 9-12-94

Corey Roberts

Work Study Student Trainee
Corey Roberts

Date: 9/9/94

MARIPOSA COUNTY

JOB TITLE: Work Study Student Trainee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under supervision, to perform clerical, typing or other routine duties; to assist with elemental phases of professional and technical work; to assist with special projects or studies; and to do related work as required.

This classification is established to provide departments with the opportunity to utilize high school, college, and graduate students for various clerical and elemental professional and technical functions within an office. This class will provide students with practical experience in fields related to their study as well as providing useful service to County departments.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Types reports, letters, and other material
- Waits on the public or acts as receptionist in a small office
- Answers routine questions of the public in person or by telephone
- Operates various office machines or equipment, and searches records and files for data
- Does all types of filing
- Assists the regular staff of various departments in performing routine professional or technical duties
- Assists in collecting and analyzing statistical data, doing research, and making investigations and special studies

MARIPOSA: Work Study Student Trainee

EMPLOYMENT STANDARDS

A typical way to gain the knowledge, skill and ability outlined above is:

- Current enrollment as a high school/college student.

Department Standards:

1. Work Study Student Trainees shall not be allowed to work prior to proper processing and approval by the Personnel Office.
2. Work Study Student Trainees shall meet class specification eligibility requirements. If subsequent to processing, a Student Worker is determined ineligible, they will be terminated by the hiring department immediately.
3. A memo stating duties that the Work Study Student Trainee will be performing.
4. A work permit is required for Work Study Student Trainees ages 12-17.
5. Proof of enrollment in school (i.e., validated registration form, student validation form, work permit).
6. A completed County application form.
7. A completed Personnel/Payroll Action Form.
8. A copy of the Worksite Agreement (attached as Exhibit 1 to this class specification) signed by the Personnel Office, an authorized representative of the worksite and the Work Study Student Trainee.

NOTICE: This position is to be used for training purposes only and therefore exempt from Board Resolution 91-156, Mariposa County Selection Procedure.

Creation date: Unknown
Revised: 1/92
wkstdtrn.frm