

DEPARTMENT: Administration BY: Mike Coffield PHONE: 966-3222
County Administrative Officer

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_x_)
Report and recommendations - 1994 Reclassification Requests

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Memoranda of Understanding (MOU's) specify that employees or department heads may request reclassification of existing County classifications once annually during the month of October and the Administrative Officer is required to review the requests and make recommendation to the Board of Supervisors.

The attached report is in response to the requests for reclassification received in October 1994.

The Board of Supervisors is required by the MOU's to act upon the requests within 20 days of receipt of the recommendation by the Administrative Officer. Two regularly scheduled meetings fall within this time period, namely December 20, 1994 and January 3, 1995.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. The Board may act upon the recommendations and requests or may continue the requests until January 3, 1995.

COSTS: () Not Applicable
A. Budgeted current FY \$ 0
B. Total anticipated costs \$ 5,293
C. Required additional funding \$ 5,293
D. Internal transfers \$
SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$
B. Reserve for contingencies \$ 5,293 * To be transferred through Mid-Year Report
C. Source description:
Balance in Reserve for Contingencies,
if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Report & Recommendations of CAO entitled "1994 Reclassification Requests"

CLERK'S USE ONLY: 94-557
Res. No.: Ord. No.
Vote - Ayes: Noes:
Absent: Abstained:
() Approved () Denied
(X) 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: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: MIKE COFFIELD, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: 1994 Reclassification Requests
Resolution Number 94-557

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on December 20, 1994

ACTION AND VOTE:

11:40 a.m. Resolution Approving 1994 Reclassification Requests (County Administrative Officer)
BOARD ACTION: Mike Coffield/County Administrative Officer, advised that the Union representative was unable to be present today and they have a meeting scheduled to review the requests being recommended for denial, and suggested the Board approve the requests that are being recommended for approval at this time. (M)Parker, (S)Balmain, Res. 94-557 adopted approving reclassification requests as recommended for approval by the County Administrative Officer/Ayes: Baggett, Balmain, Parker; Noes: Erickson; Excused: Taber.

cc: Nancy Kyle, Personnel Analyst
Jeffrey G. Green, County Counsel
Ken Hawkins, Auditor
Dr. Charles Mosher, County Health Officer
Mike Edwards, Public Works Director
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
County Administrative Officer


MARGIE WILLIAMS
Clerk of the Board

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December 20, 1994

To: Board of Supervisors

From: Mike Coffield 
County Administrative Officer

Subj: **1994 Reclassification Requests**

BACKGROUND

Our Memoranda of Understanding (MOU's) specify that employees or department heads may request the reclassification of existing County classifications once annually during the month of October. The process requires that the Administrative Officer review all reclassification requests received and recommend one of three actions to the Board of Supervisors:

- Approve the request for reclassification;
- 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;
- find that the duties performed are reasonably consistent with the job description and 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 by the Board become effective retroactively to December 1, 1994.



PROCESS

The analysis of reclassification requests consists of the following:

1. Review of job analysis questionnaire completed by employee for the reclassification request, and analyze extent of change in duties;
2. review job specifications for both current and requested classification to ensure that tasks being performed conform to job description;
3. review and compare to other positions in the County having similar duties and levels of responsibility to ensure internal equity;
4. review and compare job specifications from comparable counties, as required;
5. conduct a desk audit or discuss with the employee/department 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

County Counsel

From: Executive Legal Secretary	Cost: \$1,750 (+5%)*
To: Executive Secretary	Recommend: Approve

Discussion: This position is currently classified as an Executive Legal Secretary, however, due to the small number of applicants who met the qualifications of that class, it has been underfilled at the fifth step of the Legal Secretary level. The incumbent in the position is performing duties at the Executive Secretary level, it is not practicable to remove the higher level duties, and appointment at the recommended level will bring this position into parity with the Board and CAO Executive Secretary position.

Public Health

From: Account Clerk II	Cost: \$7,484 (+28%)*
To: Account Technician II	Recommend: Partially Approve

Discussion: This is a request to reflect in classification the increased complexity in managing public health fiscal issues which has developed over the years. These include fund accounting and grant tracking/reporting on several sources of funds, as well as the trust funds set up under the Realignment program in 1991. Some adjustment to reflect these new complexities is clearly warranted, however, classification at the requested level would bring this position into parity with the highest level classifications in the Auditor's Office, which have responsibility over county-wide accounts payable and/or payroll activities. Classification at the Account Technician I level at a cost of \$4,261 (16%) would provide parity with other departmental positions having a similar levels of responsibility in the Auditor, the District Attorney and Treasurer/Tax Collector's offices.

Public Works

From: Transportation Planner	Cost: \$11,486 (28%)*
To: Associate Civil Engineer	Recommend: Deny

Discussion: The reclassification process is appropriate for positions within the same career path, where additional duties, appropriate to a higher classification within the series are assigned to an individual in a lower classification in the series. This request involves duties which are desired to be assigned in the future, and which are not within the same career path. This is, in effect, the deletion of one type of position and the addition of another type of position. As such, this is more appropriately a reorganization request. It was raised during the budget process, and should be returned to the Board as part of the comprehensive effort to budget additional engineering resources in the department.

Public Works

From: Engineering Technician II	Cost: \$6,318 (16%)*
To: Junior Civil Engineer	Recommend: Deny

Discussion: See above discussion on Transportation Planner.

Public Works

From: Account Clerk II	Cost: \$3,062 (12%)*
To: Account Clerk III	Recommend: Approve

Discussion: The complexity of duties performed in maintaining the parts inventory as well as the new purchasing and receiving functions is appropriate to the level of compensation received as Account Clerk III. This will bring this position into parity with the other Account Clerk in the Fleet-Fiscal Division. When the class specification for Account Clerk III is next revised, some additional references will be made to maintaining "vehicle parts inventories" and "vehicle maintenance service records", etc. There are other non-routine duties performed which, although they are not typical for a clerical classification, do not constitute a major proportion of work effort, and they are adequately compensated for at the recommended salary level.

Public Works

From: Maintenance Construction Supv. **Cost:** Premium Pay - \$1,200 (4%)*
To: Maintenance Construction Supv. **Recommendation:** Deny

Discussion: The incumbent has taken on responsibility for heavy equipment driver training and certification for Department of Motor Vehicles licensing. These duties are outside the job specification, and no other foreman performs these functions, which would have to be contracted out, at greater expense, if they were not performed in-house. These additional training duties are extremely important, however, they are not necessarily appropriate to be added to the class specifications of Maintenance Construction Supervisor. If the incumbent stopped doing this training, another employee in another classification would probably be directed to continue this training. Also, in light of the new, more stringent and time consuming training requirements recently imposed, it may no longer be possible to absorb this workload with existing staff. Accordingly, rather than a reclassification, it is recommended that the department explore contracting these activities out to the private sector, and failing that, that the Board authorize the County Administrative Officer to discuss with the union representing this employee (SEIU) the need for a driver's education training premium pay provision in the MOU.

Public Works

From: Special Projects Coordinator **Cost:** \$2,786 (5%)*
To: Special Projects Coordinator **Recommend:** Deny

Discussion: The request suggests an extensive rewrite to the class specifications to reflect the incumbent's responsibility for Zone of Benefit processes, and also an upgrade in the salary level to reflect the increased effort by the incumbent in performing Local Area Network (LAN) Administrator functions for the department, in addition to training and advising department staff on all computer hardware or software issues. The suggested enhancements to the class specifications will be taken into consideration when they are next updated, however, none of the functions are inappropriate to the existing class specification and the current pay level. The departmental LAN support functions are deemed to be a lower level of responsibility and authority than the primary assignments of this classification, and accordingly, no adjustment to compensation is recommended.

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