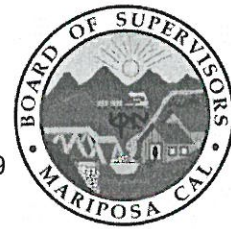




# MARIPOSA COUNTY

Human Resources/Risk Management • 209-742-1379



## **RESOLUTION - ACTION REQUESTED 2014-125**

MEETING: March 18, 2014

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Deny Reclassification of Assessment Office Manager

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### **RECOMMENDATION AND JUSTIFICATION:**

Deny the reclassification of the Assessment Office Manager in the Assessor/Recorder Budget to a Deputy Recorder/Assessment Office Manager; approve a change to the classification title to Assessment/Recording Office Manager.

The Assessor/Recorder requested a reclassification of the Assessment Office Manager. The incumbent Assessment Office Manager submitted a Position Description Questionnaire (PDQ) and a desk audit was performed. Based on the information contained in the PDQ and an examination of the tasks during the desk audit, it was determined that a reclassification is not warranted. It was evident that the incumbent performs their work in an exceptional manner and has a thorough grasp of all phases of the position. It was determined however, that the incumbent is not working outside the parameters of the Assessment Office Manager classification. In the section entitled "Supervisor's Review and Comments" of the PDQ, the Department Head who is the incumbent's supervisor stated that there are areas of the job description that the recording and registrar functions have not been properly addressed "which is why [an] equity adjustment is warranted." A reclassification and an equity adjustment are two separate issues. As defined in the Memorandum of Understanding, a reclassification is when it appears that the duties and responsibilities of a position have changed; this is not the case here. An equity adjustment is an increase in an employee's base salary to bring the salary in line with either an internal or external competitive wage; it appears that this is actually the desire of the Assessor/Recorder. With the impending compensation study, the potential for an equity adjustment may be addressed at that time.

In August 2010, the Assessor/Recorder requested an equity adjustment of the Assessment Office Manager classification. At that time, the County Administrative Officer recommended that the Board deny the equity adjustment, however, the majority of the Board voted to approve an equity adjustment. The Board further authorized tying the salary of the Assessment Office Manager classification to that of the Office Technician II classification. This equated to an over 7% increase in salary.

Additionally, it is recommended that the title of the classification be changed from Assessment Office Manager to Assessment/Recording Office Manager. This would then be consistent with other classifications in the department that are reflective of

both functions, i.e., the Assessor/Recorder; the Assistant Assessor/Recorder; the Assessment/Recording Clerk I/II; and the Assessment/Recording Clerk III.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

As noted above, the Board approved an equity adjustment to the Assessment Office Manager classification on August 17, 2010 by Resolution No. 10-405.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not deny the reclassification; determine how the Board desires to proceed with addressing the salary for the Assessment Office Manager.

**FINANCIAL IMPACT:**

**There is no financial impact on this action.**

**ATTACHMENTS:**

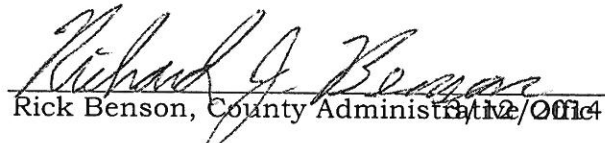
**Assessment-Recording Office Manager (PDF)**  
**Information Provided by the Assessor(PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

**COMMENTS**

This Office Concurs with the Analysis Provided by Human Resources.

  
Rick Benson, County Administrator 12/2014

**RESULT: ADOPTED [4 TO 0]**

**MOVER:** Lee Stetson, District I Supervisor

**SECONDER:** John Carrier, District V Supervisor

**AYES:** Lee Stetson, Janet Bibby, Kevin Cann, John Carrier

**ABSTAIN:** Merlin Jones