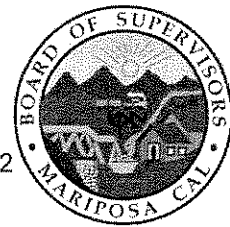




MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



RESOLUTION - ACTION REQUESTED 2013-413

MEETING: September 24, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Reclassification and Class Specifications - Planning Department
& Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve the Class Specification of Senior Geographic Information Systems (GIS) Specialist; Set the Annual Salary Range at \$52,345.28-\$63,625.12; Assign the Senior GIS Specialist to the Service Employees International Union (SEIU) Bargaining Unit; Approve the Reclassification of an 80% Permanent Part-Time (PPT) Planning Technician to an 80% PPT Senior GIS Specialist Retroactive to April 1, 2013; Approve Budget Action Transferring Funding Within the Planning Budget to Accommodate the Reclassification (\$44,000). Additionally: Approve the Class Specification of a GIS Specialist I/II; Set the Annual Salary Range at \$45,116.64-\$55,325.92; and Assign the GIS Specialist I/II to the SEIU Bargaining Unit.

In April of 2013, the Human Resources Department conducted a desk audit on a Planning Technician in the Planning Department. During that Audit it became apparent that the incumbent Planning Technician was not performing the duties of a Planning Technician but was performing advanced GIS functions. The incumbent Planning Technician has been, and is, performing the essential functions listed in the proposed Senior GIS Specialist class specification. The Planning Department, as well as other county departments (including the Tax Collector, the Public Works Department, County Fire, the Board of Supervisors and County Administration [redistricting], the Sheriff's Department, LAFCo, and the Elections Department and other local agencies (MPUD, Yosemite National Park [Census Bureau], Bear Creek Trails, Mariposa County Unified School District, and CalFire), have relied heavily on the incumbent's knowledge and ability in GIS. Sample projects include:

- Elections Department - Created one countywide voter precinct map and 20 individual voter precinct maps; Geocoded and hand plotted all registered voters; performed density analysis to create new voting precincts
- Countywide - Built and maintained a geodatabase leveraged by: Planning, Building, Environmental Health, Fire, and Technical Services
- Board of Supervisors Redistricting Project (based on US Census data)
- Database program for the Tax Collector (for Transient Occupancy Tax (TOT) tracking)
- Telegraph and Oliver Creek Fire mapping
- Transient Rental and Property Tax Mapping and Data Project by Supervisorial District

- Reduction in boundary of US Census Bureau 2010 Census Designated Place (CDP) for Mariposa (project and data communications with US Census Bureau); resulted in assistance to Yosemite National Park residents with rental rates
- Countywide Road Map Book Project for First Responders (Sheriff and County Fire) (grant funded)

The reclassification is an increase in salary of approximately 50%, though the immediate increase in salary for the incumbent will be 23%, as the incumbent is currently at the top salary step of Planning Technician and would be placed at the beginning step of Senior GIS Specialist.

In an effort to be proactive in planning for potential growth of the GIS function of the County, staff is recommending the approval a lower level GIS job classification (the Geographic Systems Specialist I/II) so that it would be available in the case that the County chose to grow its GIS functions.

There are sufficient funds in the Department's budget to accommodate the request.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board of Supervisors approves reclassification requests and new class specifications as warranted.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in the County discontinuing its GIS activities and would impact not only the Planning Department but other County departments as well.

FINANCIAL IMPACT:

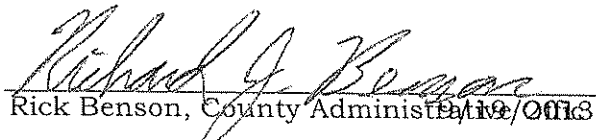
There is sufficient funding for the reclassification in the 2013/2014 budget. If approved, this reclassification will have an impact of approximately \$7,910 on the General Fund.

ATTACHMENTS:

- Draft Sr GIS Specialist (PDF)
- Draft GIS Specialist I-II (PDF)
- GIS Specialist Budget Action (XLS)

CAO RECOMMENDATION

Requested Action Recommended


 Rick Benson, County Administrator

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Janet Bibby, District III Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0249-575	0147	Planning Technician			\$53,000
001	0249-575	0162	Sr. GIS Specialist		\$53,000	
001	0104-414	1090	GENERAL CONTINGENCY			
TOTAL					\$53,000	\$53,000

TRANSFER BETWEEN FUNDS						
TOTALS					\$0	\$0

ACTION REQUESTED: (Check all that apply)

() Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: For the reclassification of an 80% Permanent Part-Time Planning Technician to an 80% Sr. GIS Specialist effective April 1, 2013.

DEPT HEAD SIGNATURE Sarah Williams DATE 9-19-13

APPROVED BY RES NO. 13-413 CLERK Rene LaRoche DATE 9-24-13

PLANNING

AUDITOR'S USE ONLY BA #

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