



MARIPOSA COUNTY

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



RESOLUTION - ACTION REQUESTED 2014-583

MEETING: November 12, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Clerk of the Board and Staff Job Description Amendments; Clerk of the Board Salary Increase

Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve Amendments to the Clerk of the Board Job Description to Reflect Department Head Status; Approve Amendments to the Deputy Clerk of the Board Job Description for Clean-Up Purposes; Eliminate the Salary Range for the Clerk of the Board Classification and Assign it an Annual Salary of \$62,955 Effective July 8, 2014; and Approve Budget Action Reducing the General Fund Contingency and Increasing Appropriations in the Board of Supervisors Budget to Accommodate the Increase in Salary and Benefits (\$16,490).

The proposed amendments to the Clerk of the Board job description reflect that this classification is now a Department Head and receives administrative direction from and works at the will of the Board of Supervisors. The Deputy Clerk of the Board job description needed minor clean-up and the amendments to the job description reflect this.

It was also recommended to increase the salary for the Clerk of the Board because it is now a Department Head classification. The proposed annual salary of \$62,955 is 10% greater than step 5 of the current salary for the position which is \$57,231. Currently the incumbent Clerk of the Board is at step 3, which has an annual salary of \$51,911. The proposed salary is a 21.28% increase over the current salary.

It should be noted that on November 13, 2014, the Clerk of the Board was scheduled to receive a merit increase to step 4 which has an annual salary of \$54,506. The salary difference between the proposed annual salary of \$62,955 and the step 4 annual salary of \$54,506 is 15.50%.

In a review of the internal salary structure with other Department Heads and the essential functions, duties, and minimum qualifications, the proposed annual salary is slightly below the salary for the Community Services Director (approximately 2%). Further, there would be no salary compaction between the highest level that the Clerk of the Board supervises (the Deputy Clerk of the Board) and the recommended salary. The difference between the recommended salary for the Clerk of the Board and the top step salary for the Deputy Clerk of the Board is approximately 49%. Attached is the proposed salary structure for Department Heads.

The Board directed that staff return with legislative actions necessary to separate the Clerk of the Board function and make it a stand-alone department. This action will complete the process that's needed to implement the Board's desire of July 8, 2014 wherein they approved the Clerk of the Board function to be a separate department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of July 8, 2014, the Board of Supervisors approved the separation of the Clerk of the Board function from the County Administrative Office; this included the Clerk's staff and placed them temporarily under the Board of Supervisors. At their meeting of September 16, 2014, an Ordinance was introduced to establish a Clerk of the Board Department and on October 7, 2014, the Board adopted the Ordinance.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the amendments to the Clerk of the Board or the Deputy of the Clerk of the Board job descriptions. The current job descriptions will not reflect the Board's actions making the Clerk of the Board classification a Department Head and separating this function from the County Administrative Department. The Board would need to direct staff to bring back items reversing or revising their previous actions.

Do not approve the proposed Clerk of the Board salary and budget action. The Clerk of the Board would remain at the current salary. Alternately, the Board could approve a different salary with the appropriate adjustments to the budget action.

FINANCIAL IMPACT:

The salary and benefits associated with the Clerk of the Board will increase by \$16,490 this fiscal year and the General Fund Contingency will be reduced by this amount. This is an ongoing cost that will need to be budgeted for each year.

ATTACHMENTS:

- Clerk of the Board (PDF)**
- Deputy Clerk of the Board (PDF)**
- MEMO from Rene LaRoche regarding COB salary (PDF)**
- COB & Deputy COB salary info (PDF)**
- Dept Head salaries (PDF)**
- COB Budget Action (PDF)**

CAO RECOMMENDATION

Requested Action Recommended

COMMENTS

General Fund Contingency Has a Current Balance of \$583,043.

Mary Hoelson

Mary Hoelson, Interim CAO 11/6/2014

RESULT: ADOPTED [4 TO 1]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Lee Stetson, District I Supervisor

AYES: Lee Stetson, Merlin Jones, Janet Bibby, Kevin Cann

NAYS: John Carrier

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0101-411	0151	Salaries-Clerk of the Board	\$11,867	
001	0101-411	0310	Social Security	\$683	
001	0101-411	0311	Medicare	\$162	
001	0101-411	0314	Retirement-Employer	\$2,351	
001	0101-411	0315	Retirement-Employee	\$827	
001	0101-411	0319	Cash-Cafeteria Plan	\$600	
001	0104-414	1090	GENERAL CONTINGENCY		\$16,490
TRANSFER BETWEEN FUNDS					
TOTALS				\$16,490	\$16,490

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;

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

JUSTIFICATION:

Salary and benefit increases to accommodate department head status for the the Clerk of the Board.

DEPT HEAD SIGNATURE Steve W. Drellman DATE: 11-3-14
 APPROVED BY RES NO. 14-583 CLERK Amy Dantini DATE 11-12-14

AUDITOR'S USE ONLY BA #

CLERK OF THE BOARD

DEFINITION

To plan, coordinate, direct and supervise the operations of the Clerk of the Board Department and perform the statutory duties of the Clerk of the Board of Supervisors; to attend and record Board meetings; to supervise the preparation and distribution of agendas; to supervise the distribution of information and direction from each Board meeting; to supervise the maintenance of Board files and records; to supervise clerical staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors and reports to the Chair of the Board. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Develops and directs the implementation of goals, objectives, work standards and departmental policies and procedures; prepares and administers the department budget and the Assessment Appeals Board budget.

Provides complex and highly responsible administrative and clerical support that requires a thorough knowledge of County governmental operations, procedures, policies, rules, regulations, and appropriate State and legislative codes governing the activities of the Board of Supervisors.

Selects, trains, supervises and evaluates the performance of clerical staff as assigned; provides advice and assistance as needed; implements disciplinary action as necessary.

Attends, clerks, and records regular Board meetings, meetings when the Board convenes as other than the Board of Supervisors, committee meetings and Assessment Appeals Board hearings.

Supervises the calendaring of items for the Board's weekly agenda; reviews agenda and supporting materials with administrative personnel, Board Chair, and County Counsel for conformance with policies and required format.

Prepares agenda items for Board members; works with departments on the preparation of agenda items.

Supervises the preparation and distribution of agendas and packages for Board members, staff and the news media.

Supervises the distribution of information and direction from each Board meeting, including ordinances and resolutions, minutes, orders, memos, directives, certificates and correspondence.

Supervises the preparation and maintenance of Board files and records, including general files, indices, tape recordings of proceedings, ordinances, resolutions, agreements and contracts.

Coordinates activities with those of other divisions, departments and agencies as appropriate; assists other departments with general support functions in order to ensure the fulfillment of the Board of Supervisors direction or policies.

Oversees the maintenance of committee and commissions membership lists; administers oaths of office, and prepares annual posting as required by law.

Coordinates the processing of annual reimbursements for Board and committee meetings.

Files and processes notices of appeals of decisions made by county officials.

Prepares public hearing notices for various hearings.

Maintains the Board's and the Clerk of the Board internet web pages, with an eye towards increasing public access to records.

Acts as emergency backup Administrator to the Technical Services Director for the County's website.

Acts as Administrator of the MinuteTraq meeting and document management system; provides technical support for same to users and departments as needed.

Processes applications for changed assessments as they are received; schedules hearings; prepares agenda and agenda packages, all necessary legislative forms, and minutes.

Researches past and current records as requested by Board members, other departments and the public; ensures that County staff and the public have access to all aspects of the legislative record in a timely manner.

Researches regulations, usually in collaboration with County Counsel, to support the legal process or official business of the Board of Supervisors, Special District Boards, and related bodies to assure compliance with laws, policies, and regulations.

Assists various departments and groups in using the Board chambers; arranges for meeting space for the Board when it convenes in a different location.

Serves as Executive Secretary/Clerk for the Mariposa County LAFCo under appointment by the LAFCo Executive Officer/Planning Director.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and

computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Organization, duties, powers, limitations, and authority of County governments and the office of the Clerk of the Board.

Principles and practices of staff supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including filing systems, receptionist/telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing, and processing various Board matters.

Knowledge of progressive practices in electronic document storage and retrieval.

Safe work practices.

Ability to:

Understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Select, train, supervise and evaluate the performance of staff.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Represent the County effectively in meetings with others.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Research and organize pertinent historical and legal materials for Board issues.

Maintains the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Record and transcribe dictation.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Five years of increasingly responsible clerical and administrative experience, preferably in local government, including two years of supervisory experience overseeing the activities of staff involved in preparing processing, and filing legal documents and/or official records.

Education:

High school diploma or GED equivalent. Completion of 60 units of college with coursework in business or public administration.

Substitution:

Additional qualifying experience may be substituted on a year for year basis for the required education.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must pass a pre-employment physical.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

DEPUTY CLERK OF THE BOARD

DEFINITION

To provide complex, confidential secretarial and clerical support to the Clerk of the Board of Supervisors; to prepare Board agendas and assist in documenting actions of the Board; to prepare and maintain various reports, records, correspondence and other documents for the Board; to serve in the absence of the Clerk of the Board; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Clerk of the Board.

Exercises lead direction over lower level classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs complex secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Coordinates the preparation and distribution of Board meeting agendas with the Clerk of the Board, Board members, County management staff and others; receives and reviews agenda items to ensure all submittals are complete; prepares and distributes agendas and agenda packets.

Prepares and cleans up meeting room for Board meetings.

Prepares, distributes, indexes and files ordinances, resolutions, proclamations, certificates, and other documents resulting from Board actions.

Attends and clerks Board meetings; prepares minute orders; takes meeting minutes in the absence of the Clerk of the Board.

Types or word processes and edits a variety of drafts and finished documents; independently composes correspondence and related materials; coordinates the processing and/or distribution of various documents.

Researches and compiles a variety of information and data for report preparation and Board decision-making.

Receives and processes various applications and forms for Board action, including assessment appeals, agreements, etc.

Processes and files County committee appointments, resignations and postings.

Updates County code books and property tax law books for assessment appeals.

Establishes and maintains complex files and records.

Assists clerical staff in preparing memorials and correspondence

Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate Board member or staff person; takes messages as needed.

Receives and responds to inquiries, requests for assistance and complaints from County staff, the public and others; explains Board policies and procedures as required.

Performs general clerical work as required, including but not limited to entering and retrieving computer data and preparing computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, copying audio tapes, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing and processing various Board matters.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Analyze and resolve office administration situations and problems.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Process various documents in accordance with codes and requirements.

Research and compile a variety of information and materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Research and organize pertinent historical and legal materials for Board issues.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Take dictation or perform speed note-taking with accuracy.

Perform required mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office

equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible, advanced-level secretarial or clerical administrative experience, preferably in local government.

Education:

High school diploma or GED equivalent, supplemented by college-level or technical course work in secretarial studies, business and/or English composition.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.