

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution effective April 1, 1999 approving modified Extra-Help Hourly Schedule - Specialized Classes, and approving methodology to provide for future hourly rate increases.

In the future, it is recommended that this Extra-Help Hourly Schedule - Specialized Classes be adjusted automatically based on: (1) the same percentage negotiated salary increase effected by the Mariposa County General Employees Association (SEIU), and (2) any position or class tied to minimum wage will receive minimum wage increases established by either federal or state law, whichever is higher, with the designated percentage separation maintained between series levels. All extra-help positions not covered by this schedule shall continue to be paid at an hourly rate equivalent to Step 1 of the salary range then in effect for that regular classification.

As part of its final budget adoption process, the Board establishes the Extra-Help Hourly Rate Schedule for Specialized Classes. Adoption of this resolution will adjust those hourly rates to resolve inequities caused by (1) adjustments to the federal and state minimum wage rates adopted by Board resolutions 96-425 and 98-338, and (2) cost-of-living increases granted to regular County employees during the course of bargaining unit negotiations over the last several years which have not been applied to the extra-help specialized classes. Extra-help employees who are working under regular classifications (such as our Maintenance Workers or Office Assistants) do receive negotiated increases as they occur.

Past practice has been to establish a fixed hourly rate for the Extra-Help Specialized Classes when the class is first created. This has proven to be untenable because when cost-of-living adjustments are effected for general employees, extra-help employees are not included. This resolution will provide for a comparable hourly salary adjustment to be given to all specialized class extra-help employees. This recommendation applies to hourly salaries only; benefits are not affected. A similar attempt to establish equity for the County's extra-help employees was made in the past when the Snow Plow Operators and the Veterans' Services Officer were tied to a specific position's salary range and step. The Snow Plow Operators were tied to Maintenance Worker II-Roads, at Step 1. The Veterans' Services Officer was tied to Social Worker III at Step 1. Adoption of this proposal will eliminate that cumbersome and possibly unrelated process.

It should be noted that certain positions are recommended to continue to be tied to minimum wage. (This includes the Kitchen Aide, Recreation Aide and Work Study Student Trainee-High School. Adjustments to other levels in a series classification have been provided for by a fixed separation recommended to be maintained between the positions within the class levels. By previous Board action, federal minimum wage was adopted in 1996 and subsequently, the Board adopted the California minimum wage. This created inequities between the class series whereby positions requiring different levels of education and/or experience were paid at the same rate. This proposal addresses that problem by recommending a 13 percent spread between the Lifeguard classes and a 10 percent spread between the Recreation Aide and Work Study Student Trainee classes. Therefore, if the

minimum wage affecting the base specification should be increased, the other classes in that series would be adjusted accordingly.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Pursuant to Minute Orders dated October 8, 1996 and April 22, 1997, the Board directed the Personnel Office to review the series extra-help classifications for compaction with regard to changes in the federal minimum wage and also to present alternative methods for adjustment of hourly wages. This recommendation had been deferred pending finalization of negotiations with all of the County's bargaining units. That process has been completed, and it appears equitable for the Board to now address the hourly salary rates for the extra-help specialized classes.

The series classifications in this schedule were adjusted using the mandated minimum wage as a base or by the relative relationship of the training required for a Lifeguard versus a Recreation Aide. The percentages between the levels were established at 10 percent between Recreation Aids and 13 percent between Lifeguards. A similar approach was taken with the Work Study Student Trainee series in an effort to maintain the integrity between the levels as well as to recognize the on-going educational efforts made by college and post-graduate students.

On the proposed Schedule, all of the Extra-Help Hourly Specialized Classes have been tied either to the federal minimum wage or to a specific salary hourly rate. Therefore, any further increases will be driven by future adjustments to the federal minimum wage or negotiated salary increases through the collective bargaining process which affects the salaries for Mariposa County General Employees.

General Employees' (SEIU's) wage increases from November 1, 1991 through November 1, 1998 have totaled 18.5 percent. The minimum wage increase from approximately 1990 to the present reflects an increase of 20.18 percent. This proposed one-time adjustment will bring the County's hourly wage rates in line with those of regular employees and will establish a methodology to make future adjustments to maintain this equity. The attached Schedule A presents the proposed new Extra-Help Hourly Schedule - Specialized Classes. It also shows the percentage adjustment from the existing salary rate. In most cases, this has been determined by the original creation date of the various class specifications subject to review and revision from time-to-time. The rates of the proposed adjustment for each separate classification have been reviewed by Personnel staff and range from 0 percent for those classes tied to minimum wage, 3 percent for those classes more recently reviewed by the Board (such as the Public Health nursing positions reviewed in May, 1998 - the 3 percent represents only the most recent SEIU increase), and up to a maximum of 18 percent (in the case, for example, of the Agricultural Field Assistant whose salary has remained unchanged since inception in April, 1988). In cases where the hourly rate is driven by the minimum wage, a "n/a" has been indicated.

The gross annual payroll for all extra-help for the calendar year ending 12/31/98 was \$556,082 and represented a total of 59,685 hours. The projected total annual hours for the specialized classes is 17,471, or less than 30 percent of the hours worked by all extra-help employees. The estimated cost increase recommended for this group, on an annual basis, is \$12,052. For the remaining three months of this fiscal year, the estimated additional cost would be approximately \$3,013. Approximately 52 percent (\$1,567) of this amount is grant-funded or revenue offset. Estimated remaining General Fund cost is approximately \$1,450.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this revised Extra-Help Hourly Schedule - Specialized Classes.
2. Make any adjustments in this proposed Schedule as deemed necessary by the Board.
3. Provide further direction to Personnel staff.

COSTS: () Not Applicable

A. Budgeted current FY	\$-0-
B. Total anticipated costs	\$1,450
C. Required additional funding	\$1,450
D. Internal transfers	\$

SOURCE: (X) 4/5ths Vote Required

A. Unanticipated revenues	\$
B. Reserve for contingencies	\$1,450
C. Source description:	

Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Schedule A - Extra-Help Hourly Schedule - Specialized Classes.

CLERK'S USE ONLY:

Res. No.: 99-114 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Richard Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

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: Jh

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

Schedule A

EXTRA-HELP HOURLY SCHEDULE SPECIALIZED CLASSES		CURRENT HOURLY RATE	PROPOSED HOURLY RATE	% INCREASE	EST ANNUAL HOURS	EST COST INCREASE	EST. % REVENUE OFFSET	EST. \$ AMOUNT OFFSET
1	Agricultural Field Assistant	\$7.28	\$8.62	18%	999	\$1,338.66	100%	\$1,338.66
2	Child Health and Disability Prevention Program Coordinator/CHDP Clinic Coordinator	\$10.00	\$10.90	9%	999	\$899.10	86%	\$773.23
3	Courthouse Guide	\$7.00	\$7.80	11%	643	\$514.40	0%	\$0.00
4	Employment & Training Instructor	\$15.75	\$17.17	9%	999	\$1,418.58	100%	\$1,418.58
5	4-H and Youth Assistant	\$6.80	\$8.00	18%	0	\$0.00	0%	\$0.00
6	Kitchen Aide (1)	\$5.75	\$5.75	n/a	n/a	n/a	n/a	\$0.00
7	Licensed Vocational Nurse	\$13.00	\$13.39	3%	334	\$130.26	0%	\$0.00
8	Lifeguard I	\$5.75	\$6.00	4%	400	\$100.00	0%	\$0.00
9	Lifeguard II (2)	\$6.50	\$6.78	4%	300	\$84.00	0%	\$0.00
10	Lifeguard III (2)	\$7.25	\$7.66	6%	300	\$123.00	0%	\$0.00
11	Medical Technician	\$7.00	\$7.88	13%	850	\$748.00	0%	\$0.00
12	Medical Transportation Driver	\$6.25	\$6.81	9%	3,918	\$2,194.08	60%	\$136.448
13	Nurse Practitioner	\$25.00	\$25.75	3%	962	\$721.50	33%	\$238.10
14	Public Health Nurse	\$22.50	\$23.18	3%	1998	\$1,358.64	87%	\$1,182.02
15	Recreation Aide I (1)	\$5.75	\$5.75	n/a	400	n/a	n/a	n/a
16	Recreation Aide II (3)	\$5.75	\$6.33	10%	500	\$290.00	0%	\$0.00
17	Recreation Aide III (3)	\$6.50	\$6.96	7%	600	\$276.00	0%	\$0.00
18	Registered Nurse	\$20.00	\$20.60	3%	490	\$294.00	0%	\$0.00
19	Senior Nutrition Cook/Site Supervisor	\$8.00	\$8.76	10%	150	\$114.00	60%	68.4
20	Snow Plow Operator (4)	\$10.22	\$10.22	n/a	n/a	n/a	n/a	n/a
21	Veterans' Services Officer (5)	\$13.22	\$13.22	n/a	n/a	n/a	n/a	n/a
22	Water Safety Instructor	\$8.00	\$8.40	5%	430	\$172.00	0%	\$0.00
23	Work Study Student Trainee/High School (1)	\$5.75	\$5.75	n/a	n/a	n/a	n/a	n/a
24	Work Study Student Trainee/College (3)	\$5.75	\$6.33	10%	2,199	\$1,275.42	0%	\$0
25	Work Study Student Trainee/Post-Graduate (3)	\$6.00	\$6.96	16%	0	\$0.00	0%	\$0.00
ESTIMATED TOTAL ANNUAL HOURS, COST INCREASE, AND OFFSET AMOUNT:						\$12,051.64		\$6,335.43
EST. COST INCREASE AND OFFSET AMOUNT FOR 4TH QTR. 1998-99:						\$3,012.91		\$1,583.86
EST. GENERAL FUND COST OF PROPOSED INCREASE FOR 4TH QTR. 1998-99:						\$1,429.05		
Notes:								
(1) Tied to adopted federal and state minimum wage. This is currently \$5.75 per hour.								
(2) It is recommended that a separation of 13% be established between the levels in this class.								
(3) It is recommended that a separation of 10% be established between the levels in this class.								
(4) This class was previously tied to Maintenance Worker II. No additional increase is recommended at this time.								
(5) This class was previously tied to Social Worker III. No additional increase is recommended at this time.								