

DEPARTMENT: County Counsel/Psnl & Adm. By: Jeffrey G. Green and Janet Hogan
PHONE: 209/966-3222

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

Adopt this resolution to:

1. Approve new specification for the classification of Development Services Technician at Salary Range 138 (\$1,879-\$2,284)
2. Allocate one Development Services Technician position to Public Health and one Development Services Technician position to the Building Department.
3. Reclassify the incumbent Senior Office Assistant (Health) and the incumbent Permit Coordinator (Building) to the new Development Services Technician positions effective April 1, 1999.
4. Amend the Employee Allocation Schedule to delete one Senior Office Assistant position (Health) and one Permit Coordinator position (Building), and delete the Permit Coordinator classification.

With the move to the Government Center in October 1997, the development services functions of Building, Planning, Air Pollution and Environmental Health were physically co-located. This triggered a review of support staffing issues begun by Ed Johnson and completed with John Davis, Sarah Williams and Dr. Mosher for presentation to your Board. This proposal was reviewed by the Board at an Administrative Practice Session on May 17, 1999.

This new classification is recommended to meet the staffing needs for an integrated approach to service delivery at the Development Services Counter. Reclassification of two incumbent employees currently performing various functions at the public counter is recommended to maintain continuity of public service during this organizational transition. This new classification will be assigned to the Mariposa County General Employees' Association (SEIU) and will work the County's standard 40-hour workweek of 8 hours per day, Monday through Friday.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this class specification and recommended salary range.
2. Make any changes to this class specification and salary as deemed necessary by the Board.
3. Do not effect the appointment of the incumbent employees to the new positions and direct Personnel staff to recruit in order to fill vacant positions, if they are established by the Board.

COSTS: () Not Applicable
 A. Budgeted current FY \$ _____
 B. Total anticipated costs \$ _____
 C. Required additional funding \$ _____
 D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
 A. Unanticipated revenues \$ _____
 B. Reserve for contingencies \$ _____
 C. Source description: _____
 Balance in Reserve for Contingencies,
 if approved: \$ _____

SPECIAL INSTRUCTIONS:
 List the attachments and number
 the pages consecutively:
 1. Class Specification.
 2. CAO memo dated 5/19/99.

CLERK'S USE ONLY:
 Res. No.: 49-222 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved _____ () Denied _____
 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: JL



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



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GARRY R. PARKER, VICE-CHAIRMAN
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DOUG BALMAIN
ROBERT C. STEWART

DISTRICT V
DISTRICT IV
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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFFREY G. GREEN, County Counsel/Personnel
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: New Classification of Development Services Technician; Res. 99-222

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 6, 1999

ACTION AND VOTE:

Jeffrey G. Green, County Counsel;
Resolution Adopting New Specification for the Classification of Development Services Technician at Salary Range 138; Allocating One Position to Public Health and One Position to the Building Department; Reclassifying Incumbent Senior Office Assistant (Health) and Permit Coordinator (Building) to the New Development Services Technician Position Effective April 1, 1999; and Deleting Senior Office Assistant and Permit Coordinator Positions and Permit Coordinator Classification (Continued from 6/22/99)

BOARD ACTION: (M)Balmain, (S)Stewart, Res. 99-222 adopted/Ayes: Balmain, Stewart, Parker, Pickard; Noes: Reilly. Lisa Edelheit, SEIU representative, asked about providing input on this matter. Supervisor Reilly expressed concern with the cost impacts and with being able to have information that was previously requested. Lisa Edelheit noted they wanted to raise the I/II series issue; stated she feels there is an inequitable situation now; and until there is full staffing that is trained, she requested that a differential in salary be considered for the incumbent permit coordinator that is being reclassified as a development services technician. Discussion was held.

cc: Ken Hawkins, Auditor
John Davis, Building Director
Sarah Williams, Interim Planning Director
Dr. Mosher, Health Officer
Janet Hogan, County Administrative Officer
File

MARIPOSA COUNTY

JOB TITLE: Development Services Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible, specialized clerical tasks to support the multiple functions of the County's Development Services programs including Air Pollution, Building, Environmental Health and Planning; provide information and assistance to the public and perform general secretarial support services for one or more Development Services functions. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may direct and review the work of others in a lead capacity.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Greet customers at Development Services counter; conduct initial assessment of need; answer questions and provide direction regarding requirements and procedures;
- Accept permit applications; review submissions for accuracy and completeness; indicate to applicants areas that appear to be deficient;
- Serve as general receptionist for Development Services functions greeting customers at counter and directing incoming telephone calls to staff;
- Calculate, collect, record and deposit application fees including fees for other County departments;
- Calculate, prepare, mail and track applicant and other billings;
- Route applications to appropriate technical and professional staff for processing;
- Verify required approvals and issue permit documents;

MARIPOSA: Development Services Technician

TYPICAL DUTIES (Cont'd):

- Schedule inspections for technical and professional staff;
- Establish and maintain tracking systems to log and follow applications through review processes; monitor systems and follow up with applicants and technical and professional staff as required;
- Input data and utilize automated systems for research and report generation;
- Collect and organize data and prepare routine and special reports as required; in consultation with technical and professional staff, design new data collection systems and report formats as needed using personal computer applications and/or AS 400 automated systems;
- Provide general clerical support including word processing, typing, copying, telephone messages, supply ordering, mail processing, filing and other similar tasks;
- May assist in preparation and administration of division budget including processing invoices for payment, reconciling deposits and payments against Auditor reports and tracking account balances;
- Oversee work of clerical extra help workers, student interns and work program trainees in a lead capacity;
- Schedule committee meetings as required, prepare and distribute meeting agendas, take notes and produce final minutes;
- Take complaints from citizens; refer to appropriate technical and professional staff for action; maintain complaint logs and prepare reports;
- Develop and maintain a procedures manual under direction of Department Heads;
- Receive and relay messages on a two-way radio;
- Perform other related duties similar in scope and function as directed.

MARIPOSA: Development Services Technician

EMPLOYMENT STANDARDS

Knowledge of:

- current office methods, practices and procedures;
- personal computer operations and software including word processing, database and spread sheet applications;
- data collection and analysis techniques;
- arithmetic and simple statistics;
- proper English usage, grammar and spelling.

Ability to:

- provide effective, efficient services to members of the public both in the office and over the telephone;
- work effectively with and take direction from a variety of technical and/or professional staff;
- learn and apply the requirements and procedures for Development Services functions;
- exercise judgement to determine when questions and issues are to be referred to technical and professional staff;
- work comfortably in a busy, complex office environment with limited direct supervision;
- operate office equipment such as personal computers, calculators, copiers and fax machines;
- learn specialized permit-related automated programs running on a mid-range computer;
- perform mathematical calculations with speed and accuracy;
- type accurately at a rate required for successful job performance;

MARIPOSA: Development Services Technician

Ability to (Cont'd):

- communicate effectively in both oral and written forms;
- maintain positive working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and five years of increasingly responsible clerical work, at least two years of which shall have been in a high public contact setting involving explanation of procedures;

OR

Graduation from high school or possession of a GED and three years experience performing responsible clerical tasks for a public planning, building, environmental health or public works department or private construction, real estate or engineering office.

High school or college coursework or other training in records management, computer usage and/or construction technology is desirable.

Mariposa County Board of Supervisors



JANET HOGAN
County Administrative Officer


MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222
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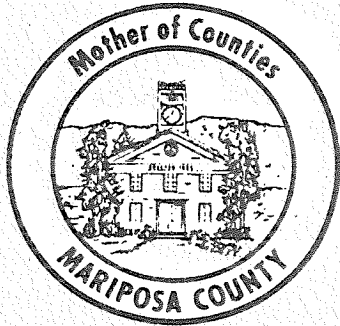
District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD

May 28, 1999

 TO: Jeffrey G. Green, Acting Personnel Director
FROM: Janet Hogan, County Administrative Officer
RE: Designation of Bargaining Unit

Please be advised that I have designated the Mariposa County Public Employees' Association (SEIU) as the appropriate bargaining unit for the proposed new classification of Development Services Technician.



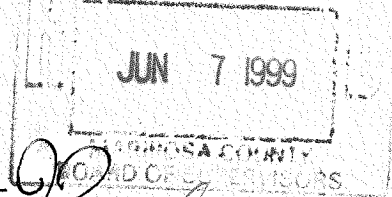
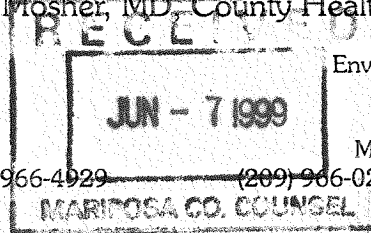


Mariposa County Health Department

Charles B. Mosher, MD, County Health Officer

Public Health Section
4988 Eleventh Street
Post Office Box 5
Mariposa, California 95338
(209) 966-3689 FAX (209) 966-4929

Environmental Health Section
5100 Bullion Street
Post Office Box 5
Mariposa, California 95338
(209) 966-0200 FAX (209) 966-8248



June 7, 1999

TO: Jeff Green, County Counsel

FROM: John Davis, Director, Building Department
Dr. Charles B. Mosher, Health Officer
Sarah Williams, Interim Director, Planning Department

RE: Work Schedule for Development Services Technicians

As requested, we have discussed the requirements of the Development Services Technician in the context of the Development Services front desk work structure and have concluded that the job duties will require a regular five (5) day a week, 8 a.m. to 5 p.m. work schedule for the Development Services Technicians. For this job class, a "flex" schedule is not an option. The reasons for this are as follows:

1. The primary objective is service to the public: the public must be served five (5) days a week between the hours of 8 a.m. - 5 p.m.;
2. All three Development Services Technicians must be fully cross-trained (that is, any one of the three people holding this position should be able to do all functions necessary to the Building Department, functions within the Health Department, and appropriate related functions for the Planning Department). This implies that there will be intensive in-depth training necessary for all three positions during the first few months in which those positions are filled;
3. In order to ensure that there is adequate staffing to serve the public at all times, and adequate staff time for training and cross-training of all three Development Services Technicians, and in order to cover illnesses and vacations among one or two of the Development Services Technicians at any given time, a regular work schedule of five (5) days a week 8 a.m. - 5 p.m. will be required.

If you have any further questions, please don't hesitate to contact us.

cc: Janet Hogan, CAO

PLANNING & BUILDING REORGANIZATION ESTIMATED FISCAL IMPACT
(Revised June 18, 1999)

GENERAL FUND POSITION CHANGES					
NEW	ITEM	CURRENT COST	ESTIMATED COST	DIFFERENCE	CUMM. DIF.
	Air Quality/Trans. Specialist	\$39,368	\$0	(\$39,368)	(\$39,368)
	Planner IV	\$0	\$41,425	\$41,425	\$2,057
	Planner II	\$30,700	\$0	(\$30,700)	(\$28,643)
	Planning & Building Director	\$59,030	\$0	(\$59,030)	(\$87,673)
	Interim Planning Director	\$0	\$52,946	\$52,946	(\$34,727)
	Planning Manager	\$45,495	\$0	(\$45,495)	(\$80,222)
	Registered E.H. Specialist (30%)	\$0	\$9,875	\$9,875	(\$70,347)
	Transportation Planner	\$0	\$32,533	\$32,533	(\$37,814)
*	Permit Coord to Dev. Services Tech.	\$29,130	\$29,712	\$582	(\$37,232)
*	Senior OA to Dev. Services Tech.	\$22,081	\$24,089	\$2,008	(\$35,224)
	TOTAL SALARY IMPACT	\$225,804	\$190,580	(\$35,224)	
	Benefits @ 39%	\$88,064	\$74,326	(\$13,737)	
	IMPACT of POSITION CHANGES	\$313,868	\$264,906	(\$48,961)	

IMPACTS BY FUNCTION
(Revenue, Expenditures & Net County Cost)

Planning	
Trans. Planning Rev. Loss	\$42,000 (98-99 amts.)
Building Dept. Rev. Loss	\$13,000 (98-99 amts.)
Air Pollution Rev. Loss	\$32,000 (98-99 amts.)
TOTAL	\$87,000
Costs Reduced in Planning	(\$111,509)
Net Impact/Reduced Net Co. Cost	(\$24,509)

Health Department	
Air Pollution Revenue	(\$38,474)
Air Pollution Costs	\$32,333
Offset for Health Officer/APCO	\$6,141
Reclass Senior Office Assistant	(\$31,032)
Development Services Technician	\$33,200
Net Impact/Increased Net Co. Cost	\$2,168 (Offset by eliminating Environmental Health rent)

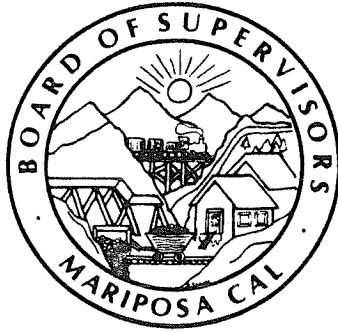
Building Department (Fund 600)	
Building Department reduces costs:	(\$13,000)
* Delete Chief Building Inspector	(\$64,558)
* Add Building Director	\$68,876
* Reclass Permit Coordinator	(\$39,388)
* Development Services Technician	\$40,850
Net Savings to Fund	(\$7,220)

Transportation Planning (Fund 033)	
Total Projected Cost	\$96,981
FY 98-99 Cost	\$115,265
Cost Reduction	\$18,284
Support to DPW Admin. (General Fund)	(\$16,400)

Overall Positive Fiscal Impact to General Fund:	(\$38,741)
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5

Mariposa County Board of Supervisors



District 1.....PATTI A. REILLY
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June 28, 1999

TO: Board of Supervisors

FROM: Janet Hogan, County Administrative Officer

SUBJECT: Development Services Technician Classification

Attached is additional information for your use as you consider the recommended new classification of Development Services Technician. Please feel free to call on Jeff or me if you have any questions about this information.

Attachment

cc: Lisa Edelheit, SEIU 535
John Davis
Jeff Green
Dr. Charles Mosher
Sarah Williams
Arlyne Soden
Susan Warner



DEVELOPMENT SERVICES TECHNICIAN INFORMATION

COMPENSATION:

The recommended salary range will rank the Development Services Technician as the 5th highest paid clerical support classification in the County with only Municipal Court Clerk, Executive Secretary, Office Technician and Accounting Technician III at higher ranges. The Development Services Technician will be the second highest paid of the specialized clerical classifications putting the class at same range as Executive Legal Secretary and above Court Clerk III. Currently the Permit Coordinator is at the same level as the Court Clerk III.

The compensation level for a classification is developed based on the nature of the work to be performed and the skills, knowledge and abilities required to do the work. The previous pay level of a new or reclassified employee is not a factor considered in public compensation analysis.

CHANGES IN THE BUILDING DEPARTMENT:

Ms. Warner's will not be the only position in the Building Department (pending approval of the second position). As discussed with the Board of Supervisors at your Administrative Practices session, a second position is warranted based on existing workload and will be essential to successfully implement the combined service mode desired by the Development Services department heads.

Fiscal responsibilities are incorporated in the Permit Coordinator job class and are not newly added to the Development Services Technician classification.

Ms. Warner will not have responsibility for training Ms. Soden or a new person. John Davis will take the lead, with Ms. Warner's assistance when needed. John has begun training Ms. Soden.

FLEX LEVELS:

Providing for flexible levels within a classification is warranted when there is a distinction between the skills, knowledge and abilities needed to successfully carry out job tasks at the different levels and when the job tasks themselves can be clearly distinguished as having increasing levels of difficulty. In general, flexing a class is reasonable if the learning curve is at least one year and the nature of the work is such that there is progressive difficulty that can be specifically defined.

This is not the case with the Building Department support position. The learning curve is less than one year, and all positions working at the

Development Services counter will perform the same tasks relative to permit applications, processing and record keeping.

In our personnel system there are two ways to recognize the accumulation of knowledge and job experience over time without structurally affecting a classification by creating flex levels. These are the five steps through a pay range and the provision for longevity pay. In the current instance, Ms. Warner will go to step five while Ms. Soden will go to step two. This alone insures that Ms. Warner will receive greater compensation for three years. Ms. Warner also receives longevity pay consistent with her many years of service.

HISTORY:

In April 1997 Ms. Warner was granted out-of-class pay pending completion of a reorganization contemplated by Ed Johnson. Ed recommended the out-of-class pay due to the shift of significant fiscal responsibilities for both Planning and Building at the time Betty Crisp left. No review of the merits of Ed's recommendation was conducted at the time because we all understood an overall reorganization would be submitted for analysis in fairly short order. Time passed and Ed did not follow through with the reorganization. The Auditor's office brought to our attention that Ms. Warner had been receiving the out-of-class pay for an inappropriately long period of time (inappropriate because the position had never been studied or presented to the Board of Supervisors for approval of a reclassification). In December 1998 Ed was notified to submit his reorganization proposal or the out-of-class pay would be eliminated. He had over two months to comply before the out-of-class pay was eliminated, and he did not do so.

Subsequently, the reclassification was submitted and reviewed consistent with the analysis process used for any other reclass. Forms were completed, interviews conducted, etc.. This analysis did not support changing the Permit Coordinator classification if there were to be no significant changes in how the Building function operated. The Permit Coordinator class specification is dated, but it substantially reflects the work being done at that time.

The Building function will be significantly changed as part of the integrated Development Services operation. The combination of Planning, Building and Environmental Health at one location with the expectation that all staff at the front counter will be 100 percent cross-trained in all counter and permit processing tasks is the foundation for the Development Services Technician classification. This is a completely new "vision" for counter operations and the Development Services Technician classification was written to support that vision.



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



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DISTRICT V
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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFFREY G. GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: New Specification for the Classification of Development Services Technician

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on June 15, 1999

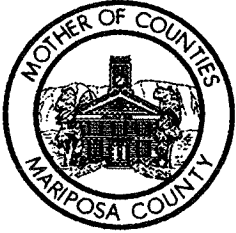
ACTION AND VOTE:

Jeffrey G. Green, County Counsel;

A) Resolution Adopting New Specification for the Classification of Development Services Technician at Salary Range 138; Allocating One Position to Public Health and One Position to the Building Department; Reclassifying Incumbent Senior Office Assistant (Health) and Permit Coordinator (Building) to the New Development Services Technician Position Effective April 1, 1999; and Deleting Senior Office Assistant and Permit Coordinator Positions and Permit Coordinator Classification

BOARD ACTION: Jeff Green, County Counsel, advised that the Service Employee International Union (SEIU) has requested that this item be continued until the June 22nd meeting in Coulterville. Supervisor Pickard advised that he would like to move forward with this item. (M)Parker, (S)Balmain, to adopt new specifications as recommended. Discussion was held regarding the necessity of continuing this matter/Ayes: Balmain, Parker; Noes: Reilly, Stewart, Pickard. Motion failed. Matter was continued to June 22nd.

cc: Janet Hogan, County Administrative Officer
File



COUNTY of MARIPOSA

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFFREY G. GREEN, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Classification of Development Services Technician

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on June 22, 1999

ACTION AND VOTE:

Jeffrey G. Green, County Counsel;
Resolution Adopting New Specification for the Classification of Development Services Technician at Salary Range 138; Allocating One Position to Public Health and One Position to the Building Department; Reclassifying Incumbent Senior Office Assistant (Health) and Permit Coordinator (Building) to the New Development Services Technician Position Effective April 1, 1999; and Deleting Senior Office Assistant and Permit Coordinator Positions and Permit Coordinator Classification (Continued from 6/15/99)

BOARD ACTION: Janet Hogan, County Administrative Officer, provided an overview of the request. She advised that the flex schedule issue would not be part of the action today but would be handled in a different process.

Lisa Edelheit, SEIU Field Representative, advised that she is representing Susan Warner. Lisa Edelheit stated that they have a number of concerns regarding the new classification for Development Services Technician. She provided background information to establish their request to have this new position at a I/II level with Susan Warner at the II level.

Following discussion, the Board concurred with taking no action on this date to allow time to better define what the Board's expectations are for the three departments, including the possibility of naming a supervisor for the position, reviewing the costs involved, and reviewing the possibility of a I/II level for the position.

cc: Janet Hogan, County Administrative Officer
File