



# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2016-661**

MEETING: December 20, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve First Amendment to Municipal Resource Group Agreement

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve a First Amendment to the Professional Services Agreement with Municipal Resource Group by Increasing the Compensation Amount by \$10,200 for a Total Not-To-Exceed Amount of \$29,900; Amending the Scope of Services by Broadening the Work to be Done; and Authorize the Board of Supervisors Chair to Sign the Amendment.

The initial Professional Service Agreement with MRG was approved in the amount of \$19,700, with the purpose of performing a classification study of the County's clerical classes as well as a study of the Captain, Jail Lieutenant, and Undersheriff classifications. Staff has now determined that further services from MRG are needed as follows:

1. It is requested that the clerical study be expanded to include nine Merit System Services (MSS) clerical positions that are allocated to the Human Services Department. The cost for this additional study is \$5,000.

The MSS clerical positions perform similar work as the County's clerical classifications. The difference is in the funding source that support MSS positions versus positions funded by the County. MSS allows the use of County general classes where appropriate such as with clerical positions. The use of a County-wide classification does not change the status of the positions as the incumbents will remain in MSS classified positions. There are nine clerical positions in Human Services that are MSS positions but the employees in these positions are classified using the County's general clerical class series. It is important to ensure that all positions in this series be included in the clerical study otherwise, if the study results in a revised clerical series with differently defined levels, MSS positions will be left in the old class series. This would be both unfair to the employees and harder to manage as it will increase the number of recruitments needed and may cause a lack of transferability across all county departments.

2. It is requested that the following three positions in the Human Services Department also be reviewed to ensure correct classification and job description content: Mental Health Assistant III, Staff Services Analyst, and Accounting Technician at a cost of \$4,000.

Position Description Questionnaires (PDQs) will be completed by the three incumbents and then reviewed by the consultant. Telephone interviews will then be conducted with the incumbents and their supervisors. Relative to the Accounting Technician position, comparison interviews via the telephone with other existing Accounting Technicians will then be done to determine how the class is used across the County (no PDQ will be needed from these comparison

incumbents).

3. Lastly, it is requested that A review and update of the class specifications for the Accounting Technician series be done to meet the needs of several departments. This particular classification series has not been updated since 2006. The cost for this service is \$1,200.

The total cost for the additional work that MRG will perform is \$10,200 which increases the agreement's not-to-exceed amount to \$29,900.

The majority of cost for the additional work is supported by the Human Services Department's budget (\$9,000). The remaining cost is supported by the Human Resources/Risk Management's professional services line item (\$1,200).

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On October 18, 2016, the Board of Supervisors approved a Professional Service Agreement with Municipal Resource Group to do a classification of the County's clerical classifications as well as the Captain, Jail Lieutenant, and Undersheriff classifications.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

A negative action would result in the possibility of misclassified positions if the studies are not performed as recommended.

**FINANCIAL IMPACT:**

**The Human Services Department's budget will support the majority of the cost for the additional work performed and the department's operating budget already has sufficient funding (\$9,000). The remaining cost will be supported by the Human Resources/Risk Management's budget and there is sufficient funding in the professional services line item (\$1,200).**

**ATTACHMENTS:**

**Municipal Resource Group Agt First Amendment 12-2016 (PDF)**  
**Municipal Resource Group agreement 10-11-2016 (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hodson, CAO 12/15/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

**FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT**

**THIS FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT** is made and entered into this 20th day of December 2016 by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as "County" and the Municipal Resource Group, hereinafter referred to as "Contractor."

**WHEREAS**, the County and Contractor have heretofore entered into a Professional Service Agreement dated October 11, 2016 wherein Contractor agreed to conduct a study of Mariposa County's clerical classifications and a study of the Captain, Jail Lieutenant, and Undersheriff classifications.

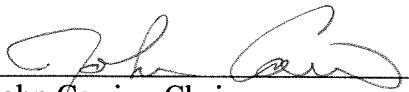
**NOW, THEREFORE**, the parties hereto in consideration of the mutual covenants herein recited, hereby agree as follows:

1. Amend the not-to-exceed amount in paragraph 4.01 from Nineteen Thousand Seven Hundred Dollars (\$19,700) to Twenty-Nine Thousand Nine Hundred Dollars (\$29,900).
2. Amend Exhibit A "Scope of Services" to include a review of nine Merit System Services clerical positions in the Human Services Department (\$5,000); a review and revision of the Accounting Technician class specifications (\$1,200); and a review of the Mental Health Assistant III, Staff Services Analyst, and Accounting Technician positions in the Human Services Department (\$4,000).
3. Except as herein amended, the Professional Service Agreement dated October 11, 2016, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties cause this Amendment to be executed on the date first above written

**COUNTY OF MARIPOSA  
(COUNTY)**


**MARY EGAN  
(CONTRACTOR)**

  
\_\_\_\_\_  
John Carrier, Chair  
Mariposa County Board of Supervisors

  
\_\_\_\_\_  
Mary Egan  
Partner, Municipal Resource Group

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
René LaRoche, Clerk of the Board

  
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Steven W. Dahlem, County Counsel

## **EXHIBIT A**

### **SCOPE OF SERVICES FOR THE FIRST AMENDMENT TO AGREEMENT WITH MUNICIPAL RESOURCE GROUP (MRG)**

1. The current clerical study approved by the original agreement will be expanded to include nine Merit System Services (MSS) clerical positions that are allocated to the Human Services Department.
2. The consultant will review three occupied positions in the Human Services Department to include a Mental Health Assistant III, Staff Services Analyst, and Accounting Technician. Position Description Questionnaires (PDQs) will be completed by the three incumbents and then reviewed by the consultant. Telephone interviews will be conducted with the incumbents along with phone interviews with the incumbents' supervisors. Additionally, two phone comparison interviews with other existing Accounting Technicians in other County departments will be needed to determine how the class is used across the County (no PDQ will be needed from these comparison incumbents.)
3. The consultant will work with department staff to revise and update the Accounting Technician class specification. Accounting Technician is a general class that needs to meet the needs of several departments and has not been updated since 2006.

The final products of paragraphs #2 and #3 will be a report outlining the three positions reviewed with recommended allocations. If any minor changes are required to an existing classification, those recommended changes will be provided as part of the report. For the Accounting Technician project, the work will result in a significantly revised class specification that will meet the needs of several departments.