

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend the elimination of the Contract Administrator allocation from the Human Services Department; ~~propose~~ a new classification of Staff Development Coordinator with a monthly salary range of \$2,803.67 - \$3,407.91; assign the new classification to the SEIU bargaining unit; re-assign the incumbent Contract Administrator to the Staff Development Coordinator classification; and "Y" rate the incumbent's salary effective July 1, 2011.

The Contract Administrator position is responsible for coordinating and administering State and/or federally funded programs that provide services to low-income Mariposa County residents. The need for this position has changed and it is no longer required in the Human Services Department. The changes that have occurred that support this recommendation are: 1) The administration of the Calaveras-Mariposa Community Action Agency has been transferred to Calaveras County; 2) The administration of the Mariposa County Low Income Housing Program has been transferred to the Central Sierra Planning Council; and 3) The energy and weatherization programs have been transferred to other staff in the Human Services Administrative and Fiscal Divisions. It is recommended that the Contract Administrator classification be eliminated effective July 1, 2011.

The need for a staff development function is integral for both organizational development and succession planning for a department of 100+ employees. The Staff Development Coordinator will be the direct coordinator on training matters and will consult with departmental supervisors and managers to determine their training needs. This position will also be responsible for development and submission of the Annual Training Plan as required by the California Department of Social Services. Previously, a Program Manager was the oversight position for departmental training needs and that individual has since retired. It is recommended that the Board approve the Staff Development Coordinator job description, approve the monthly salary range of \$2,803.67 - \$3,407.91, designate it to the SEIU bargaining unit, and re-assign the incumbent Contract Administrator to the Staff Development Coordinator classification effective July 1, 2011.

The salary for the proposed classification of Staff Development Coordinator (\$2,803.67 - \$3,407.91) is less than the salary for the Contract Administrator (\$3,290.21-\$3,999.32). It is recommended that the Board approve a "Y" rating designation for the incumbent until the maximum of the new salary range exceeds the salary of the incumbent.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Contract Administrator classification was created in 1988, eliminated in 1999, and then reinstated in 2000. Since 2000, the position was responsible for administering the various State and federal programs that provide services to low-income Mariposa County residents.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Should the Board not approve this action, the Contract Administrator classification would remain intact, however, the incumbent would not be performing any of the essential functions of a Contract Administrator position since the most of the programs assigned to this position have already been transferred out-of-County.

Financial Impact? () Yes	<input checked="" type="checkbox"/> No	Current FY Cost: \$
Budgeted In Current FY? () Yes	() No	() Partially Funded
Amount in Budget:	\$	
Additional Funding Needed:	\$	
Source:		
Internal Transfer	_____	
Unanticipated Revenue	_____	4/5's vote
Transfer Between Funds	_____	4/5's vote
Contingency	_____	4/5's vote
() General () Other		

Annual Recurring Cost: \$

List Attachments, number pages consecutively

Job description

CLERK'S USE ONLY:

Res. No.: 11-313 Ord.

Vote - Ayes: 4 . Noes:

Absent:

 Approved

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

COUNTY ADMINISTRATIVE OFFICER:

Required Action Recommended

No Opinion

Comments:

CAO:



COUNTY of MARIPOSA

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

JIM ALLEN, CHAIR
JANET BIBBY, VICE-CHAIR
LEE STETSON
LYLE TURPIN
KEVIN CANN

DISTRICT V
DISTRICT III
DISTRICT I
DISTRICT II
DISTRICT IV



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Recommend the Elimination of the Contract Administrator Allocation from the Human Services Department; Approve a New Classification of Staff Development Coordinator with a Monthly Salary Range of \$2,803.67 - \$3,407.91; Assign the New Classification to the SEIU Bargaining Unit; Re-Assign the Incumbent Contract Administrator to the Staff Development Coordinator Classification; and "Y" Rate the Incumbent's Salary Effective July 1, 2011

RES. 11-313

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on June 21, 2011

ACTION AND VOTE:

- 6 **Administration**
Recommend the Elimination of the Contract Administrator Allocation from the Human Services Department; Approve a New Classification of Staff Development Coordinator with a Monthly Salary Range of \$2,803.67 - \$3,407.91; Assign the New Classification to the SEIU Bargaining Unit; Re-Assign the Incumbent Contract Administrator to the Staff Development Coordinator Classification; and "Y" Rate the Incumbent's Salary Effective July 1, 2011
- BOARD ACTION:** Discussion was held with Rick Benson and Jim Rydingsword. Rick Benson advised that the requested action includes approval of the job description which is included in the package. (M)Stetson, (S)Cann, Res. 11-313 was adopted approving the recommended actions/Ayes: Stetson, Bibby, Cann, Allen; Excused: Turpin.

Cc: Mary Hodson, Deputy CAO
Bill Davis, Auditor
Sandi Laird, Personnel
File



COUNTY OF MARIPOSA

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

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*add to original Res.
11-313
(M)*

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STAFF DEVELOPMENT COORDINATOR-HSD

DEFINITION

Under general supervision, plans, designs, organizes, and coordinates employee training; performs related duties and responsibilities as required.

This position within the Human Services Department serves as the direct coordinator on training matters. The incumbent consults with departmental supervisors and managers to determine their training needs. Employees in this classification receive general supervision and works independently within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from and is supervised by the Human Services Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Conducts assessments to determine training and development needs.

Identifies, develops, and coordinates resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.

Consults with administrative and supervisory staff in coordinating in-County and out-of-County training programs and identifying training needs.

Consults with administrative and supervisory staff to evaluate the effectiveness of training programs.

Develops the annual training plan to be submitted to the State; prepares other County, State, and federal plans as required.

Coordinates training schedules with departmental operations.

Conducts orientation training to acquaint new employees with departmental organization and procedures.

Prepares audio-visual aids, training courses, manuals, curriculum, and other staff development materials.

Prepares reports and maintain files on training programs and activities.

Keeps informed of training trends, literature, methods and materials.

Prepares required reports and correspondence in a timely manner.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of staff training and development.

Variety of training programs for staff development.

Effective communication, facilitation methods, training resources, and visual aids used for training programs and presentations.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Plan, coordinate, and implement training programs.

Research, read, and interpret complex documents.

Develop and use audio-visual aids and other instructional materials.

Organize work, set priorities, meet deadlines, and follow-up on assignments.

Define problems, collect and organize information, analyze alternatives, and select an effective course of action.

Use initiative and sound, independent judgment within established guidelines.

Establish and maintain effective working relationships with all levels of departmental staff and others contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools and controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audiovisual 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 characteristics on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of progressively responsible experience in performing a variety of administrative and office support work in a social services agency or two years experience in employee training development or career development.

Education:

High school diploma or GED equivalent. Completion of at least 30 units of college-level coursework in business or public administration or closely related field.

Substitution:

Additional qualifying experience may be substituted for the 30 units of college level coursework.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel 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.