

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: November 6, 2001
AGENDA ITEM NO.: #10

DEPARTMENT: Board of Supervisors BY: Robert Stewart & Garry Parker PHONE: 966-3222

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

Discussion and approval of the Personnel/Risk Management Transition Plan.

Please see the attached Personnel/Risk Management Transition Plan.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: (X) 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: Personnel/Risk Management Transition Plan Personnel Officer Classification Budget Action
CLERKS USE ONLY: Res. No. <u>01-310</u> Ord. No. _____ Vote - Ayes: <u>4</u> Noes: _____ Absent: <u>Reilly</u> 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: _____ CAO's Initials: <u>[Signature]</u>

PERSONNEL/RISK MANAGEMENT TRANSITION PLAN

Overview

The Board appointed Personnel/Risk Management Transition Committee is recommending:

- 1) Approve a Senior Office Assistant allocation to the Administration budget unit and authorize immediate hire; Eliminate the allocation of an Office Assistant I/II position from the Board of Supervisors budget unit; Approve budget action (\$24,854),
- 2) The July 1, 2002, hiring of a Personnel Officer/Risk Manager position very similar to what the County allocated ten years ago (the allocation, classification, and funding for position will be brought back for Board approval at a later date), and
- 3) The targeted completed transition date of January 1, 2003.

The County Administrative Officer believes the transition plan, if enacted, will help reduce County costs for outside consultants and legal firms. In addition, costs for claims and grievances brought by employees are anticipated to be significantly less after new personnel and risk management services are implemented.

Background

A classification for a Personnel Officer position was created and allocated in November 1990, and a Personnel Officer was hired in March 1991, with the position being assigned to the County Administrative Officer's office. Attached is a copy of the Personnel Officer classification. The Personnel Officer had a Senior Office Assistant to assist them with personnel and risk management job responsibilities.

During the Final Budget Hearings for Fiscal Year 1992-93, the Personnel Officer classification was eliminated, with an effective date of October 1992. County Counsel then assumed the job responsibilities of the Personnel Officer, with a staff consisting of a Senior Office Assistant, Legal Secretary, and Extra-Help.

In July 1993 the Senior Office Assistant was reclassified to Personnel Analyst I/II because of the more technical and professional work being performed. The Personnel Analyst I/II retired in May 1999 and the position was reclassified to Personnel/Risk Management Technician in November 1999. This new classification assumed the responsibilities of risk management, which had previously been performed by the Executive Secretary in the County Counsel budget unit.

County Counsel has continued to act as the Interim Personnel Director since October 1992, and has always had oversight of the Risk Management program (the County Administrative Officer has budget oversight of the Risk Management program). County Counsel currently spends approximately thirty-to-forty percent of his time on personnel and risk management issues. County Counsel is contemplating retirement in early 2003, and it is highly unlikely that we will be able to attract an individual with

the qualifications, let alone the desire, to assume both the Personnel/Risk Management and traditional County Counsel duties.

When County Counsel announced his pending retirement date, the Board of Supervisors agreed to investigate the possibility of returning the duties of Personnel and transferring the duties of Risk Management to the County Administrative Officer. To this end, a Personnel Transition committee was established to streamline the transition and make recommendations to the Board on how and when the transition should occur.

New personnel laws and regulations have been increasing the need for professional personnel work in recent years. This workload increase has forced the increased use of law firms and consultants by the County in order to:

- 1) Maintain compliance with these laws and regulations,
- 2) Prevent or respond to claims for damages/loss, and
- 3) Prevent or respond to employee grievances.

Recently passed legislation will be further increasing the demand for professional personnel work and this trend is expected to continue.

November 2001

Immediately allocate a Senior Office Assistant to County Administration and unallocate an Office Assistant I/II from the Board of Supervisors. The Senior Office Assistant classification has greater responsibility and the ability to perform more complex work than an Office Assistant I/II. Currently both Personnel and Administration are limited with the type and complexity of work that can be given to an Office Assistant I/II without working this position out of class. The Senior Office Assistant classification will allow for greater assistance with more complex personnel job duties thus eliminating the need for Extra-Help in the Personnel budget unit. In addition to assisting with personnel duties, the position will be responsible for receptionist duties, answering all incoming calls, collecting and distributing mail, and assisting Administration with special projects and budget preparation. This position will also be available to assist Board members with routine clerical needs.

There are sufficient appropriations in the Board of Supervisors budget unit from the vacant Office Assistant I/II position to cover the costs of a Senior Office Assistant through the remainder of the fiscal year. A Senior Office Assistant makes 9-percent more than an Office Assistant II.

November-December 2001

Recruit and hire a person for the Senior Office Assistant position. The Personnel/Risk Management Technician will begin training the position in specific personnel functions. These functions will include maintain recruitment/eligibility lists, process and file payroll action forms, open and process mail, process applications, accounts payable, shredding confidential information, assist with screening applications, assist with processing workers' compensation claims and related risk management documentation, and

maintain filing of risk management documentation. Administration staff will train person in receptionist duties.

January-February 2002

County Administrative Officer will update the existing job classification for Personnel Officer/Risk Manager. As previously organized, this position will be appointed by the County Administrative Officer. The Personnel/Risk Manager will perform much of the personnel and risk management work currently performed by County Counsel. However, they will be able to increase personnel and risk management services to the County and other departments. Below are examples of enhanced personnel/risk management services that this position will be performing.

- Review and update employee classification system on a regular basis.
- Review and recommend updates on employee compensation schedule on a regular basis.
- Provide management and supervision training in-house.
- Conduct exit interviews to determine cause(s) for employee turnover.
- Investigate and make recommendations on allegations of out-of-class work.
- Research and provide advice to Board of Supervisors on implications of new legislation.
- Identify absenteeism abuse and provide remedial advice to department heads.
- Provide regular in-house training workshops on employee disciplinary matters and workers compensation claim prevention.
- Research and provide advice to Board members on implications of new legislation (i.e. SB 739).
- New laws and legislation (SB 402 and "PERB jurisdiction") will likely require much more professional staff work that will have to be contracted out to law firms if now performed in-house.
- Provide some of the employee relations and negotiation services currently contracted out to a law firm.
- Develop and administer a countywide Injury and Illness Prevention Program.

Gain Board of Supervisors approval of job classification with allocation to the Personnel Department effective July 1, 2002.

February 2002

Identify area in office for Personnel Officer/Risk Manager. Document costs of additional equipment, office materials, and remodel of existing cubicle area (if necessary). Note these costs in the mid-year report to be approved by the Board of Supervisors.

March 2002

Revise existing County policies and ordinances, County Administrative Officer classification, and the Memorandums Of Understanding (MOU) to reflect the transferring of certain job responsibilities from the County Administrative Officer to the Personnel Officer/Risk Manager. These changes will become effective July 1, 2002, and include reclassification review, salary and insurance studies, and grievance review and recommended action.

April 2002

Begin recruitment for Personnel Officer/Risk Manager. Identify and include additional salary, benefits, and miscellaneous operating/transitioning expenses in the Fiscal Year 2002-03 Requested Budget for the Personnel budget unit.

May 2002

Purchase office equipment and supplies necessary for new position. Organize office space for new position – repositioning of file cabinets, possible enlargement of existing cubicle space.

June 2002

Interview and hire Personnel Officer/Risk Manager effective July 1, 2002.

July 2002

Begin transitioning of job responsibilities currently performed by the County Administrative Officer and County Counsel to the Personnel Officer/Risk Manager. Fully transition these job responsibilities to the Personnel Officer/Risk Manager by January 1, 2003.

MARIPOSA COUNTY

JOB TITLE: PERSONNEL OFFICER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under executive direction, plans, organizes and coordinates personnel operations, including classification, recruitment, examination, affirmative action, employee relations and other personnel programs; trains and supervises clerical staff; personally performs complex and sensitive assignments; and does related work as required.

This is a single-position class which reports to the Administrative Officer. The incumbent is in charge of providing classification, recruitment, examination, affirmative action, employee relations and other personnel services to county departments. The duties involve frequent contact with the Board of Supervisors, Administrative Officer, County Counsel and department heads.

SUPERVISOR: Administrative Officer

TYPICAL DUTIES

- Plans, organizes and directs the personnel operations, program recruitment, examination, certification, job classification and affirmative action activities.
- Plans, organizes and directs the county's employee relations program; monitors and administers the county's Employee/Employer Relations Policy and applicable laws dealing with employee relations matters.
- Serves as chief negotiator; selects and provides training to other members of the county's negotiating team; prepares employee relations resolutions, memorandums of understanding, and related documents.
- Monitors compliance with memorandums of understanding and participates in the resolution of problems related thereto.
- Interprets county employee relations policy to department heads, management, supervisory and confidential employees, and provides them with advice and training in employee relations matters.
- Plans, trains and supervises the work of clerical employees.

- Maintains county-wide job classification plan; develops and administers criteria and procedures to insure internal consistency and integrity of the job classification process.
- Interprets County policies to department heads, management, supervisory and confidential employees and provides them with appropriate advice and training.
- Directs the coordination of the Affirmative Action Program on a county-wide basis.
- Receives requests and inquiries from County officials and management and confers with them regarding the disposition of problems and matters of mutual concern; formulates courses of action and recommended solutions to be submitted to the Administrative Officer where his/her intervention is necessary.
- Supervises the conduct of surveys in the areas of recruitment and selection; classification analyses and job restructuring projects; task analyses; management development and first-line supervisory training; and statistical analyses and reports.
- Writes correspondence and prepares reports on a wide variety of technical and professional matters.
- May act for the Administrative Officer in his/her absence.
- May be responsible for the analysis of some budgets, and other general assignments as required.
- May represent the county at professional gatherings, public meetings or legislative hearings.

EMPLOYMENT STANDARDS

Knowledge of:

- modern principles, practices and methods of public personnel management.
- the principles and methods of supervision, public relations, recruitment, examination, job classification, wage and salary administration, training, affirmative action and equal opportunity, employee relations, grievance procedures, negotiations, and office management.
- the principles of organization and management applicable to local government.
- principles and practices of public administration.

- federal, state and local laws and regulations affecting public personnel management and employer-employee relations.
- research methodology, report writing and basic statistics.
- Working knowledge of written and oral communications, language mechanics, syntax and English composition.

Ability to:

- plan, train, supervise and evaluate the work of a professional and clerical staff.
- to understand, interpret and apply provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding and operating procedures.
- administer a position classification system.
- direct a successful program of recruitment, examination and affirmative action.
- maintain cooperative working relationships with County officials and management, employee representatives and departmental colleagues.
- analyze situations and take appropriate courses of action.
- plan, organize and coordinate research and statistical work relating to various aspects of personnel management.
- prepare clear and concise written reports and to make effective oral presentations.

A typical way to gain the knowledge, skills and abilities outlined above is:

- Academic course work which directly relates to the above knowledge and abilities. Normally, these courses would include public administration, personnel management, business administration, psychology, sociology and/or other related courses.
- Sufficient professional personnel management experience to provide an opportunity to acquire the above knowledge and abilities. Normally, four years of professional experience in public personnel management would provide such an opportunity.

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