

# County of Santa Cruz

## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 950604073

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DANIA TORRES WONG, DIRECTOR

March 30, 1999

Agenda: April 13, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz CA 95060

### REQUEST TO IMPLEMENT CLASSIFICATION AND SALARY ACTION IN THE COURTS

Dear Members of the Board:

A classification and salary review has been completed regarding the Court Reporter classification in the Courts. The study recommends the application of an alternate salary range. Section 161 of the Salary, Compensation and Leave Provisions allows the use of alternate salary ranges to provide a means to compensate individuals who perform certain specified higher level technical or supervisory assignments within a class on a rotational basis. Attached Exhibit A identifies the specific criteria for assignment of the alternate salary range for the class of Court Reporter. Consistent with Section 161 it is recommended that the alternate salary range be aligned at 10% above the existing salary range for Court Reporter.

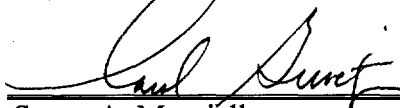
The affected department and employee organization are in agreement with the actions described above.

It is RECOMMENDED that your Board adopt the attached amendment to Resolution No. 279-75 to establish an alternate range for the class of Court Reporter, effective April 17, 1999.

Very truly yours,

RECOMMENDED:

  
Dania Torres Wong  
Personnel Director

  
Susan A. Mauriello  
County Administrative Officer

DTW:ce

Attachments

cc: Auditor-Controller, Auditor-Payroll, Courts, SEIU Local 415, Personnel (2)

## Exhibit A

## COURT REPORTER ALTERNATE RANGE CRITERIA

## Alternate Range B

The hourly rate salary for each step in the alternate range B shall be 10% above the hourly rate for each step in the standard (base) salary range.

Alternate range B shall apply to an employee in a budgeted position in the class of Court Reporter when assigned responsibility to supervise a working unit of Court Reporters, provided that such application is consistent with the allocations designated by the Personnel Director.

The assignment shall include: Plan and assign the work of subordinate staff. Make decisions on difficult problems in connection with the work of subordinate staff. Schedule work to meet court deadlines. Establish priorities. Maintain liaison with other sections of the Court to insure efficient work flow. Assist subordinates in handling difficult or unusual problems. Review the work of subordinates for adherence to established procedure and conformance to applicable rules and regulations. Make recommendations on or select subordinate staff. Prepare performance evaluations. Issue warnings. Prescribe work schedules and vacation plans. Direct the training of subordinates. Instruct new employees in departmental policies and rules. Provide explanations to employees, departments and the public which require knowledge of Court operations and of departmental operations, rules and procedures.

A maximum of one employee may be placed at alternate range B for Court Reporter.

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

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RESOLUTION NO.

On the motion of Supervisor  
duly seconded by Supervisor  
the following resolution is adopted:

RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75  
BY ADDING ALTERNATE SALARY RANGE  
(Amendment No.       )

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WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Personnel Director has recommended that a certain alternate salary range be adopted for the class of Court Reporter; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes.

BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective April 17, 1999, at 12:01 a.m., by adding alternate salary range for:

Court Reporter (B) with hourly rates 10% above the current range.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 13<sup>th</sup> day of April, 1999, by the following vote:

AYES:

NOES:

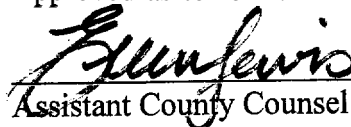
ABSENT:

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Chairperson of the Board

ATTEST: \_\_\_\_\_  
Clerk of the Board

Approved as to form:

  
Assistant County Counsel

cc: Auditor Controller, Auditor-Payroll, Courts, SEIU Local 415, Personnel (2)