



C O U N T Y O F S A N T A C R U Z

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 330. SANTA CRUZ, CA 95060-4073

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DANIA TORRES WONG. DIRECTOR

June 2, 1999

Agenda: June 8, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

ADOPT RESOLUTION TO ESTABLISH IMPLEMENT CLASSIFICATION AND COMPENSATION ACTIONS

Dear Members of the Board:

At the 98/99 Budget, your Board approved the addition one full-time position in the Health Services Agency to perform routine technical supportive services under the supervision of a licensed physician at the medical clinics. The classification study is completed and recommends establishment of a new classification titled Medical Assistant. The study further recommends placement of the Medical Assistant at salary range GW (\$2141-\$2721 monthly).

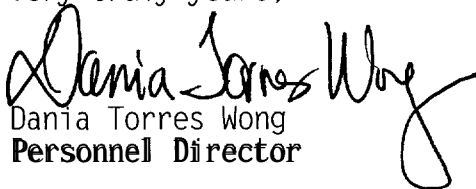
A classification and salary review has been conducted regarding the Wastewater Disposal Technician classification in Environmental Health. The study recommends the application of an alternate salary range. Section 161 of the Salary, Compensation and Leave Provisions allows the use of alternate salary 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 Wastewater Disposal Technician. The study further recommends placement of the alternate salary range for Wastewater Disposal Technician at salary range JI(\$3061-\$3985 monthly).

The Health Services Agency and the employee organization is in agreement with the actions described above.

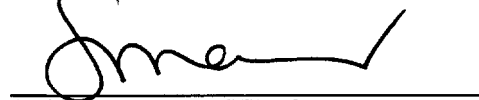
A salary adjustment was recently approved for certain social work classes affected by welfare reform. To avoid compaction with the subordinate classes, it is recommended that four management classes in HRA receive a salary adjustment.

It is RECOMMENDED that your Board adopt the attached amendment to Resolution No. 279-75 to: establish the class of Medical Assistant; establish an alternate salary range for the class of Wastewater Disposal Technician; and effect a salary adjustment for four management classes in HRA effective June 12, 1999.

Very truly yours,


Dania Torres Wong
Personnel Director

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor-Payroll, HSA, SEIU Local 415, Personnel (2), HRA

WASTEWATER DISPOSAL TECHNICIAN

Alternate Range B

The hourly rate for alternate range B shall be set at salary range JI.

Alternate range B shall apply to an employee in a budgeted position in the class of Wastewater Disposal Technician when assigned responsibility to administer the San Lorenzo Valley Watershed Loan Program, provided that such application is consistent with the allocations designated by the Personnel Director.

The assignment shall include: Interface with the State of California and lending institutions to develop and implement specific measures for the SLV Watershed Loan Program, including procedures, fees, budgets and forms. Coordinate loan applications and processing. Prepare reports necessary to comply with State loan program requirements. Investigate and develop measures to provide funding for property owners that cannot qualify for standard loans. Advise and counsel eligible property owners about requirements for obtaining Environmental Health Services repair permits and gaining Certificate of Compliance and securing low interest loans to finance repairs. Inspect properties to determine eligibility and ensure compliance with Environmental Health Services codes and lending stipulations. Issue Certificate of Qualification for projects. Coordinate loan process with lenders, public agencies, title and escrow companies, appraisers, contractors and applicants. Assist in securing necessary permits and bid packets. Monitor repair progress. Approve progress payments and disbursements of loan proceeds. Certify satisfactory completion of work. Provide information concerning loan program to the public and other interested parties.

BEFORE THE BOARD OF SUPERVISORS

OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

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 CLASSES AND RANGES AND CHANGING STEPS IN SALARY RANGES**

(Amendment No.)

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 the establishment of a new class of Medical Assistant the the establishment of an alternate salary range for an assignment in the class of Wastewater Disposal Technician; and

WHEREAS, the Personnel Director has recommended that the salary range for four classes be increased to avoid compaction with the salary for subordinate classes; and

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

NOW THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective June 12, 1999, at 12:01 a.m by designating range JI as the alternate salary range for the class of Wastewater Disposal Technician.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective June 12, 1999, at 12:01 a.m by establishing the class of Medical Assistant at salary range GW

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective June 12, 1999, at 12:01 a.m by increasing each of the hourly rates in the salary ranges the following classes by 4.85%: Staff Development Program Manager, Chief Public Guardian, Program Manager-HRA, and Assistant Division Director-HRA.

PASSED AND ADOPTED by the Board of Supervisors of the County of

Santa Cruz, State of California, this day of , 1999,
by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

JEFF ALMQUIST, Chairperson of the
Board

ATTEST: _____
Clerk of the Board

Approved as to form



Assistant County Counsel

cc: Auditor-Payroll, HRA, Middle Mgt Assn, SEIU Local 415, Personnel (2)