



HUMAN RESOURCES DEPARTMENT

LAURA S. ARMOR
Director

January 27, 2009

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Retitle the classification of Administrative Secretary (1501) to Administrative Secretary – Legal, and reallocate the position and reclassify incumbent in position #13390020 from the class of Senior Secretary (1339) to Administrative Secretary – Legal (1501).

Dear Board Members:

RECOMMENDATION: It is recommended by the Personnel Commission that your Board approve the following effective February 8, 2009:

1. Adopt the title change from Administrative Secretary (1501) to Administrative Secretary – Legal and approve the revised class specification.
2. Reallocate position #13390020 in cost center 3400011100 from the classification of Senior Secretary (1339) to the classification of Administrative Secretary – Legal (1501) BU/FG 24/02.
3. Reclassify the incumbent in the class of Senior Secretary, position #13390020, to Administrative Secretary – Legal (1501) and place the incumbent at step 5 (\$33.93).

SUMMARY: The Personnel Commission recently ruled by a 3-2 vote that a Senior Secretary position within the County Counsel's Office should be reclassified to a classification equivalent to the County's class of Administrative Secretary. Pursuant to PMR 40.11.4 which states "in the event of fiscal impact of the decision of the Commission, the findings and recommendations of the Commission will be forwarded to the Board of Supervisors for approval," this decision is being presented to the Board of Supervisors by Human Resources as the Secretary to the Personnel Commission. In order to implement the Commission's decision, it is recommended that classification of Administrative Secretary be retitled to Administrative Secretary – Legal and the class specification be updated in order to represent the duties and responsibilities of all positions within this classification. The incumbent in the Senior Secretary classification will be reclassified to this newly retitled and revised classification of Administrative Secretary – Legal.

FISCAL IMPACT: The cost including benefits for the remainder of the fiscal year for the pay period beginning February 8, 2009 is \$1,540. The total annual cost including benefits is \$4,450. The department will work with the County Administrator's Office to offset FY 08-09 costs during the A&E process and ongoing costs as part of the baseline budget process.

REVIEWED BY: () Auditor Controller (X) N/A

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Letter to Board of Supervisors – Senior Secretary Reclassification Study

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<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,

Laura S. Armor
Director of Human Resources

Attachment

cc: Matt Bronson, Principal Administrative Analyst, County Administrator's Office
Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Patrick Faulkner, County Counsel, County Counsel's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Jack Govi, Assistant County Counsel, County Counsel's Office
Terri Hampton, Deputy Director of Human Resources, Human Resources
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT
Gerry Norton, Principal Personnel Analyst, Human Resources
Liz Paris, Deputy Director of Human Resources, Human Resources