



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: Classification study of Intermediate Clerk/Typist position in the Probation Department at Juvenile Hall.

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the Chief Probation Officer that your Board approve the following, effective February 8, 2009:

1. Reallocate position #13440001 in Cost Center 2400021100 from Intermediate Clerk/Typist (1344) BU/FG 01/01 to Senior Clerk/Typist (1341) BU/FG 01/01.
2. Reclassify the incumbent in the class of Intermediate Clerk/Typist (1344) position #13440001 to Senior Clerk/Typist (1341) and place the incumbent at step 4 (\$23.66).

SUMMARY: The incumbent is the sole administrative support person for the Juvenile Hall. The incumbent is the receptionist; answers the phones; books and releases juveniles; records, maintains, and reports workflow indicators; and provides clerical support for the Juvenile Hall staff. In addition, the incumbent monitors and facilitates movement in and out of the facility. These duties are performed without a lead or higher-level clerical/administrative support person being available so the incumbent must be able to handle difficult problems or sensitive issues independently.

FISCAL IMPACT: On an annual basis including benefits, the annual full cost of the recommended change will be \$7,016. Based on an effective date of the pay period beginning February 8, 2009, the prorated full cost for the remainder of the fiscal year will be \$2,429. The department will work with the County Administrator's Office to offset current year costs during the A&E process and estimated ongoing costs during the baseline budget process.

REVIEWED BY:	() Auditor Controller	(X) N/A
	() County Counsel	(X) N/A
	(X) Human Resources	() N/A

Respectfully submitted,

Laura S. Armor
Director of Human Resources

cc: Bill Burke, Chief Probation Officer, Probation
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