



HUMAN RESOURCES DEPARTMENT

MONA MIYASATO
Acting Director

June 23, 2009

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

SUBJECT: Classification and Compensation Study for Proposed Guardian/Conservator Program Manager II (1219)

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources that your Board approve the following effective June 28, 2009:

1. Adopt the new classification of Guardian/Conservator Program Manager II (1219).
2. Adopt the attached class specification.
3. Assign the classification to BU/FG 30-01, 80 hours bi-weekly, FLSA Exempt.
4. Adopt the proposed salary range for the classification Guardian/Conservator Program Manager II (1219):

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate	\$42.79	\$45.03	\$47.40	\$49.89	\$52.51
Bi-Weekly Salary	\$3,423	\$3,602	\$3,792	\$3,991	\$4,201
Monthly Salary	\$7,417	\$7,805	\$8,216	\$8,648	\$9,102
Annual Salary	\$89,003	\$93,662	\$98,592	\$103,771	\$109,221

5. Abolish the classification of Public Guardian (1216).

SUMMARY: Human Resources conducted a classification and compensation study for the classification of Guardian/Conservator Program Manager II at the request of the Director of Health and Human Services.

In December 2008, the Board of Supervisors' appointed the Director of Health and Human Services as the County's Public Guardian. That action now requires a subsequent action of the Board, which is the recommendation to adopt the proposed classification of

Guardian/Conservator Program Manager II, who will act as Public Guardian on behalf of Dr. Larry Meredith, Director of Health and Human Services.

The existing classification specification of Public Guardian was not established at a managerial level and therefore did not reflect the level, scope, responsibility, and complexity of work required of this position, not to mention the depth of decision making, consequence of error, and the liability risks to the County. The nature and types of decisions, consequences of those decisions, court appearances, and variations of eligible benefits, partnering and building sustainable working relationships with County Counsel, Mental Health, and Superior Court has elevated the operating level of this position.

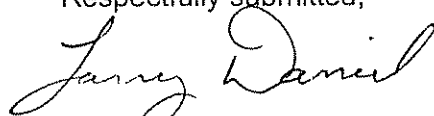
The proposed classification of Guardian/Conservator Program Manager II requires proactive and hands on management to plan, direct, evaluate, and retrain staff, to establish and implement operating procedures, processes and operating manuals, establish work plans; enforce accountability and compliance performance; rebuild and improve external relationships. The most significant change is that the proposed classification will act as the Public Guardian for the County of Marin and as a manager of the program, rather than a working supervisor as previously classified.

The adoption of this proposed Guardian/Conservator Program Manager II classification is the final step in the implementation of the budgetary and position adjustments included in the FY 2009-10 Proposed Budget. The Guardian/Conservator Program Manager II included in the FY 2009-10 Proposed Budget will be partially offset by the elimination of a vacant Public Guardian position in the Health & Human Services Department's budget. The remaining fiscal impact of approximately \$6,500 associated with these position adjustments is reflected in the FY 2009-10 Proposed Budget.

FISCAL IMPACT: There is no fiscal impact associated with this recommended action. The related budgetary and position adjustments have already been included in the FY 2009-10 Proposed Budget.

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

Respectfully submitted,



Larry Daniel
Principal Personnel Analyst

Reviewed by:



Mona Miyasato
Chief Assistant County Administrator

Attachment

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Terri Hampton, Deputy Director of Human Resources, Human Resources
Maureen Lewis, Chief Fiscal Officer – H&HS, Health & Human Services
Doris McGee-Lundy, Senior Clerk/Typist, Health & Human Services

Letter to Board of Supervisors – Guardian/Conservator Program Manager II


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Larry Meredith, Director of H&HS, Health & Human Services

Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT

Gerry Norton, Principal Personnel Analyst, Human Resources

Liz Paris, Deputy Director of Human Resources, Human Resources 

Trisa Reg Dixon, Administrative Services Associate, Health & Human Services