



COUNTY OF MARIN

HUMAN RESOURCES DEPARTMENT

JOANNE PETERSON
Director

September 14, 2010

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

SUBJECT: Re-titling of Administrative Secretary classes in the County Administrator's Office, Health & Human Services, Human Resources and Sheriff's Department to Executive Secretary; reclassification of one position to Executive Secretary; and revision of Secretary series class specification

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources that your Board adopt the following, effective September 19, 2010.

1. Approve re-titling of the Administrative Secretary to the County Administrator (1502) to Executive Secretary to distinguish the class from the county-wide administrative services classes.
2. Reallocate positions and reclassify incumbents in the classes of Administrative Secretary – H&HS (1503), Administrative Secretary – Human Resources (1504) and Sheriff's Secretary (0707) to the newly re-titled classification Executive Secretary (1502).
3. Abolish the classifications of Administrative Secretary – H&HS (1503), Administrative Secretary – Human Resources (1504) and Sheriff's Secretary (0707).
4. Adopt the revised class specification for the Secretary series: Secretary (1325), Secretary – Confidential (1535), Senior Secretary (1339) and Executive Secretary (1502).
5. Reallocate position 15010004 in cost center 4100031200 from Administrative Secretary – Legal (1501) BU/FG 24/02, to Executive Secretary (1502) BU/FG 24/02.

SUMMARY: Human Resources is currently in the process of revitalizing the County's Classification System to make it more responsive to the needs of departments and the overall organization. A significant part of this process is to revise and update class specifications.

The Board of Supervisors has delegated the authority to the Human Resources Director to re-title classifications. However, due to the number of employees in the Secretary classes

impacted by these actions, and a desire to ensure the County's transactions are open to the public, this classification action is recommended to your Board for approval in open session.

The major goals of these revisions are to reduce the number of single-incumbent classifications and to consolidate specifications. Currently spread across 7 specifications, all Secretary levels and confidential assignments have been merged into one specification.

This change has no effect on seniority and therefore no effect on bumping in the Reduction In Force process. There are no changes to employee assignments or salary. If these changes are approved and adopted, employees in the Administrative Secretary to the County Administrator, Administrative Secretary – H&HS, Administrative Secretary – Human Resources and Sheriff's Secretary will move into the re-titled class of Executive Secretary and the former classes will be abolished.

FISCAL IMPACT: The reallocation of one position in the Department of Public Works represents a budgetary impact of \$2,155 for the remainder of the current fiscal year which will be offset with salary savings. The ongoing annual cost of \$2,802 will be offset by a reduction of extra-hire budget during the coming years baseline budget process.

REVIEWED BY:	(X)	County Administrator's Office	()	N/A
	()	County Counsel	(X)	N/A
	()	Department of Finance	(X)	N/A
	(X)	Human Resources	()	N/A

Respectfully submitted,


Larry Daniel
Principal Personnel Analyst

Reviewed by:


Joanne Peterson
Director of Human Resources

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