



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legislation Details (With Board Report)

File #: RES 12-0058 **Name:** Reclassify Mailroom Clerk Resolution
Type: BoS Resolution **Status:** Passed
File created: 5/24/2012 **In control:** Board of Supervisors
On agenda: 6/26/2012 **Final action:** 6/26/2012
Title: Adopt Resolution to:
a. Amend Personnel Policies and Practices Resolution No. 98-394 to create the classification of Senior Mailroom Clerk with salary range as indicated in the attached Exhibit A, Table 1;
b. Approve reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk;
c. Amend the FY 2011-12 Resource Management Agency Budget, Unit 8177, to delete one (1) Mailroom Clerk and add one (1) Senior Mailroom Clerk in the attached Exhibit A, Table 2;
d. Authorize the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget; and
e. Direct the Department of Human Resources to incorporate the changes.
Sponsors: Resource Management Agency
Indexes:
Code sections:
Attachments: 1. Resolution, 2. Exhibit A - Amendment to Personnel Policies and Practices Resolution No. 98-394 Control No. 12-004, 3. Completed Board Order and Resolution

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|---------|--------|
| 6/26/2012 | 1 | Board of Supervisors | adopted | Pass |

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d. Authorize the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget; and
e. Direct the Department of Human Resources to incorporate the changes.

RECOMMENDATIONS:

It is recommended effective June 26, 2012, the Board of Supervisors adopt a Resolution to:

- Amend Personnel Policies and Practices Resolution No. 98-394 to create the classification of Senior Mailroom Clerk with salary range as indicated in the attached Exhibit A, Table 1;
- Approve reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk;
- Amend the FY 2011-12 Resource Management Agency Budget, Unit 8177, to delete one (1) Mailroom Clerk and add one (1) Senior Mailroom Clerk in the attached Exhibit A, Table 2;
- Authorize the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget; and
- Direct the Department of Human Resources to incorporate the changes.

SUMMARY/DISCUSSION:

Two years ago the Resource Management Agency, Department of Public Works, Facilities Maintenance Division, underwent an operations study to increase efficiency and reduce redundancy. As a result, the Mail Operations Unit was reorganized and this allowed the Unit to streamline delivery efforts throughout the County. The Unit currently processes 2,000 to 7,000 pieces of daily mail and handles over 150 stops throughout Salinas, Marina, Seaside, Castroville and Monterey. The stops include pick up and delivery of inter-office mail as well as United States Postal Service mail, and require a high degree of planning and coordination to maximize efficiency and avoid duplication of effort.

Over the last two years, the duties of the position evolved in order to accommodate the need for efficiency within the Unit and the incumbent began to assume a lead role in the timely execution of mail and delivery processing for departments County-wide. Currently, the position is responsible to organize, train, and set priorities of central mail operations staff (consisting of six workers) and follow-up to ensure completion of assigned work. Duties include maintaining the monthly delivery schedule; executing routes as needed to fill in for staff absences; coordinating mass pick ups; metering and delivery of department mail outs; verifying daily balances on metering machines to ensure proper accounting and assisting in preparation for monthly postage audits; monitoring and maintaining mail processing and related equipment and coordinating service and repair calls; providing input to improve efficiency such as new or modified routes or schedules; and providing input related to scheduling conflicts of staff, selection decisions and performance evaluations. The performance of these duties, as described, requires significant knowledge of logistics and mailing procedures, and requires the ability to exercise sound judgment to make decisions, as the consequences of errors to County departments may be significant.

The position duties were compared and contrasted with work performed by those in related positions in other County departments, as well as duties performed by employees in comparable classifications from comparable counties. Board approval of the recommended action will create the classification of Senior Mailroom Clerk and reclassify the incumbent from a Mailroom Clerk to a Senior Mailroom Clerk.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved the Resolution. The Department of Human Resources reviewed and approved the classification study. Service Employees International Union Local 521 was consulted and concurs with the recommendation.

FINANCING:

The increase in salary and benefits as a result of this action for the remainder of the current FY 2011-12 is negligible and can be absorbed in the current appropriations for the Mail Operations Unit 8177. The increase for FY 2012-13 is \$5,822, however there is no impact to the FY 2012-13 operating budget for Unit 8177, as this class study was known during the preparation of the FY 2012-13 Recommended Budget and the potential increase in salary and benefits was accounted for when the FY 2012-13 Recommended Budget was submitted.

Prepared by: Suzanne Paluck, Personnel Analyst, (831) 755-4801

Approved by:

Benny J. Young, RMA Director

Approved by:

Izetta Birch, Interim Director of Human Resources

Dated: June 15, 2012

Attachments: Resolution; Exhibit A - Amendment to Personnel Policies and Practices Resolution No. 98-394
Control No. 12-004