

OED INFO

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director *NN*
Date: July 7, 2009
Subject: Recommendation from the Civil Service Commission to approve the new classification of Temporary Office Assistant in the unclassified service

ACTION REQUESTED:

Approve the attached class specification and ordinance creating the new classification of Temporary Office Assistant (unclassified), salary grade UA2 (flat rate of \$12.00 per hour).

BACKGROUND INFORMATION

The Civil Service Commission has approved the creation of a new classification of Temporary Office Assistant for placement in the unclassified service. The County Executive Office (CEO) is supportive of establishing such a classification for use in situations of very temporary clerical need when reassignment of staff is not practical. In addition, the CEO's office supports placement of the Temporary Office Assistant classification in the Unclassified Service given the short-term nature of work assignments associated with this classification.

FISCAL IMPACT

Currently, County departments budget for temporary services. The proposed classification of Temporary Office Assistant is recommended at a flat hourly rate of \$12.00 which is commensurate with the ascribed duties and reflects an average wage for temporary clerical services that are currently contracted. Overall, the recommended hourly salary, in addition to associated payroll taxes, represents a reduced cost over the current contractual arrangement for temporary clerical services.

Attachments

TEMPORARY OFFICE ASSISTANT

(Unclassified)

DEFINITION

To perform a wide variety of general clerical, routine secretarial, or routine financial recordkeeping in support of the function and department to which temporarily assigned.

DISTINGUISHING CHARACTERISTICS

This temporary class is distinguished from the clerical series in that positions are filled on an intermittent basis and limited to 1,000 hours per fiscal year. Employment in this class is temporary in nature and therefore not eligible for County benefits. No permanent appointments to the Classified Service will be made in this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from management, professional or supervisory personnel, and may receive work instruction from clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Essential duties may include, but are not limited to, the following:

Type, receive, issue, proofread and process a variety of documents and forms for assigned department, including general correspondence, memos, reports, and/or statistical charts from rough draft, recordings or verbal instruction.

Act as a receptionist; answer the telephone and wait on the general public; provide general information regarding department and assigned program.

Sort, file, update and maintain documents and records.

Operate standard office equipment including word processing applications as assigned; may perform duties on computer spreadsheet programs; operate stand alone computer software programs as related to assigned area.

Schedule appointments as assigned.

Attend meetings for the purpose of making notes; prepare and distribute meeting summaries.

May perform routine clerical accounting or bookkeeping work associated with the maintenance of financial records.

May receive, sort and distribute incoming and outgoing mail.

Build and maintain positive working relationships with co-workers, County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Principles of customer service and reception techniques.

Basic office methods and equipment including filing and computer software applications.

Basic mathematical calculations.

Ability to:

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift light weight.

Intermittently review documents related to department operations; observe and identify problems related to duties; understand and explain routine department policies and procedures to the public and staff.

Use a personal computer and office equipment necessary for successful job performance.

Schedule appointments and meetings as required.

Take notes and prepare meeting summaries.

Perform routine clerical work including maintenance of appropriate records and preparation of general reports.

Verify and check files and data.

Understand and carry out both oral and written directions.

Perform basic mathematical calculations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Type accurately at a speed necessary for successful job performance.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical and/or financial or statistical recordkeeping experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified
Unclassified Service – Schedule of Classifications,
Salary Plan and Grade Ordinance for the job classification
of Temporary Office Assistant.

Ordinance No.: _____

First Reading: July 7, 2009

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest.
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:**

The un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

UNCLASSIFIED SERVICE

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<u>11740</u>	<u>Temporary Office Assistant</u>	<u>UNCL</u>	<u>UA2</u>

Section 2. That Article 3.12, Section 3.12.010, Appendix 11 is hereby amended to read as follows:

ALLOCATIONS AND COMPENSATION

New Salary Grade	01	02	03	04	05
<u>UA2</u>	<u>12.00</u>				

Section 3. That this ordinance shall be effective the first day of the pay period following final passage.

Section 4. That this ordinance amendment is adopted as an un-codified ordinance.

