



97631

DATE: August 13, 2019

TO: Board of Supervisors

FROM: John P. Mills, Director, Employee Services Agency

SUBJECT: Approve Job Specification and Amend Class Plan to add Vehicle Use Coordinator

RECOMMENDED ACTION

Approve job specification and amend classification plan to add classification of Vehicle Use Coordinator.

FISCAL IMPLICATIONS.

Please refer to Legislative File # 97833.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

Within the Budget process for the Fiscal Year 2019 Recommended Budget, the Probation Department requested the addition of a position to assist with the transport, vehicle inspection and upkeep tasks, and records for the approximate 160 vehicles allocated to the Department. The current County Classification Plan does not have a classification that accurately describes the stated duties. Therefore, a new job specification has been developed, titled Vehicle Use Coordinator, which describes the responsibilities and necessary employment standards for the position to be added.

CHILD IMPACT

The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

Employee Services Agency – Human Resources (ESA-HR) reviewed the Classification Plan to identify any classification that accurately describes the duties to be assigned; however, no classification was found that accurately describes the combined duties of minor maintenance and clerical tasks. Therefore, the proposed classification of Vehicle Use Coordinator has been created. The classification will be entry-level so there will be no need for licenses or certifications prior to appointment. The incumbent must be able to pass a background check and possess a California Driver’s License upon appointment.

The proposed Vehicle Use Coordinator Definition states, “Under supervision, to perform general administrative duties relating to dispatching and performing minor routine maintenance and other record keeping duties for County vehicles.”

The Distinguishing Characteristics state, “The Vehicle Use Coordinator is distinguished from the Automotive Attendant classification, in that the Automotive Maintenance Assistant is assigned routine maintenance tasks requiring minimal automotive skills, such as battery charging and other duties relating to vehicle inspection, transportation, and vehicle recordkeeping; whereas the Automotive Attendant provides a wider range of semi-skilled preventative maintenance, including tire/accessory replacement, break system replacement, and changing fluids, in addition to a wider range of recordkeeping associated with service/maintenance requests.”

The Employment Standards necessary to perform minor maintenance and clerical duties have been developed to require the possession of a valid California Driver’s License at the time of appointment, with the ability to qualify for and maintain a County driver’s authorization, and the equivalent to a high school diploma.

The proposed classification contains the appropriate definition, typical tasks, employment standards, and compensation for duties assigned.

A salary survey was conducted for comparable classes in the counties of Alameda, Contra Costa, San Francisco, San Mateo, and Santa Cruz. No comparable classifications were identified. Therefore, external data was not utilized.

An internal survey was conducted. The classifications of Office Specialist I and Automotive Attendant were identified as being somewhat comparable. However, the Office Specialist I is solely focused on clerical functions and does not describe the minor maintenance duties assigned, and the Automotive Attendant has a broader scope of vehicle maintenance performed. Based on the similarities in the types of duties assigned to both reviewed classifications, it is recommended to establish the hourly salary of the proposed Vehicle Use Coordinator class at \$20.073 to \$24.40 based on the average compensation of the Automotive Attendant and the Office Specialist I.

SEIU Local 521 concurs with this recommendation.

CONSEQUENCES OF NEGATIVE ACTION

Probation would not have the appropriate classification to perform clerical and vehicle upkeep tasks for departmental vehicles.

STEPS FOLLOWING APPROVAL

Upon approval, the Clerk of the Board's Office is requested to notify the Employee Services Agency's Agenda Coordinators, Jennifer Paredes-Fricano and Barbara Olivares, of completed processing.

LINKS:

- References: 97833 : Adoption of Salary Ordinance No. NS-5.20.03 amending Santa Clara County Salary Ordinance No. NS-5.20 relating to compensation of employees adding one Vehicle Use Coordinator position in the Probation Department and amending the Salary Schedule to add the classification of Vehicle Use Coordinator.

ATTACHMENTS:

- Class Report - Vehicle Use Coordinator 7-22-19 (PDF)
- Vehicle Use Coordinator Job Specs (PDF)