



97681

DATE: August 13, 2019

TO: Board of Supervisors

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

SUBJECT: Salary Ordinance Amendment to Reclass Stock Clerks to Messenger Driver

RECOMMENDED ACTION

Adoption of Salary Ordinance No. NS-5.20.02 amending Santa Clara County Salary Ordinance No. NS-5.20 relating to compensation of employees deleting seven Stock Clerk positions and adding seven Messenger Driver positions in the Social Services Agency; and amending the Salary Schedule to increase the salary for the Messenger Driver classification by three percent.

- Action to Introduce and Preliminarily adopt on August 13, 2019; Roll Call Vote to waive reading, Roll Call Vote to adopt.
- Action for Final Adoption on August 27, 2019; Roll Call Vote to adopt.

FISCAL IMPLICATIONS

The cost to implement the reclassification of seven Stock clerks to Messenger Drivers within the Social Services Agency (SSA) for the remainder of FY 2019-20 is approximately \$11,000 and will be absorbed within SSA's existing appropriations. The annualized cost of this reclassification is approximately \$13,000 and is subject to change when the CLB benefit rates are updated.

The cost to increase the Messenger Driver salary countywide by 3 percent for the remainder of FY 2019-20 is approximately \$46,000 and will be absorbed within each impacted department's existing appropriation. The annualized cost of this increase is approximately \$57,000 and is subject to change when the CLB benefit rates are updated.

CONTRACT HISTORY

None

REASONS FOR RECOMMENDATION

To properly classify the seven (7) Stock Clerks at the Social Services Agency to the classification of Messenger Driver, as a result of a Reclassification request by five (5) of the seven (7) Stock Clerks.

CHILD IMPACT

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

SENIOR IMPACT

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

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

During the 2016/2017 Service Employees International Union (SEIU) Local 521 Reclassification Window, five incumbents in the Stock Clerk classification submitted a request to Employee Services Agency – Human Resources (ESA-HR) to be reclassified to a new classification, which does not exist in the County of Santa Clara’s Classification Plan. ESA-HR agreed to study the positions.

After the completion of the study one (1) of the five (5) Stock Clerks in the study left the Social Services Agency and the department subsequently filled the vacancy, as well as two (2) other Stock Clerk vacancies. Per the department, all seven (7) of the Stock Clerks are performing the exact same duties. Therefore, the determination was made to include all seven (7) of the Mail Center Stock Clerks in the study.

ESA-HR determined from the individual Position Classification Questionnaires (PCQs) and group desk audit that incumbents within the Centralized Services Unit do not perform typical tasks of the Stock Clerk classification.

The primary duty of the incumbents is processing incoming and outgoing United States Postal Service (USPS) mail and County correspondence. The seven (7) incumbents spend 70% of their time processing and sorting all incoming USPS mail and County correspondence. The other 30% is spent picking up and delivering USPS mail and County correspondence via motor vehicle and on foot throughout the Social Services Agency, including picking up miscellaneous supplies/furniture or dropping off boxes of reamed paper as they are going to a specific SSA location.

The duties of the seven (7) incumbents do meet the definition of Messenger Driver that states “Under supervision, to drive a light automotive vehicle to pick up and deliver mail, records, office supplies, library books and other materials. Some positions sort mail and operate postage metering equipment in addition to operating a vehicle.” The duties described in the five incumbents’ PCQs and desk audit are consistent with the definition of the Messenger Driver job specification and typical tasks.

Therefore, it is recommended to reclassify the incumbents to Messenger Driver.

The current salary of Messenger Driver is lower than the salary of Stock Clerk, and ESA-HR had originally applied Merit System Rule Sec. A25-103 (g) to the incumbents, which would have allowed the permanent incumbents to remain in the former class of Stock Clerk, by

overfilling, for a period not to exceed two years from the effective date of reclassification. However a subsequent salary survey was completed on the Messenger Driver classification, and it was found that the classification was paid approximately 3% less than other classifications performing similar duties in other County jurisdictions, so the recommendation was made to increase the salary of the Messenger Driver classification by 3% to \$21,179 - \$25,492.

SEIU Local 521 concurs with the recommended action.

CONSEQUENCES OF NEGATIVE ACTION

The Stock Clerks in the Social Services Agency will not be properly classified for the work they are performing.

STEPS FOLLOWING APPROVAL

Notify Employee Services Agency Agenda Coordinators.

ATTACHMENTS:

- Salary Survey (PDF)
- Class Report(PDF)
- NS-5.20.02 - ESA - Delete 7 Stock Clerks and Add 7 Messenger Drivers and Increase by 3 Percent (PDF)