



CLASSIFICATION REPORT

Date: August 13, 2019

To: Laura Garnette, Chief Probation Officer
Probation Department

From: Audra Larrea, Human Resources Analyst
Employee Services Agency-Human Resources

Reviewed by: Sherae Moresco, Human Resources Manager

Subject: Classification Report – Vehicle Use Coordinator

Background

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, maintenance, and records for the approximate 160 vehicles allocated to the Department. The original request was for the addition of one (1) Automotive Attendant position. However, after a review of the duty statement provided by the Department, Employee Services Agency-Human Resources (ESA-HR) did not find the Automotive Attendant to be an appropriate classification.

Therefore, ESA-HR initiated a classification study to develop a classification that accurately describes the essential functions to be assigned to the position. The position will work with a Fleet Maintenance Scheduler and report to a Program Manager I, who is the direct supervisor of Probation's Facilities and Fleet Unit.

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Simitian
County Executive: Jeffrey V. Smith

Findings

The major functions of the proposed position are transporting county vehicles, performing minor tasks, such as replacing license plates / registration tags, filling gas tanks, replenishing air, and some clerical duties, including ordering and maintaining keys and vehicle maintenance records.

Analysis

Currently, the duties to be assigned to the new position are performed by a Fleet Maintenance Scheduler. However, the Fleet Maintenance Scheduler job description states its primary responsibility is to "...coordinate the repair and maintenance," not to perform the minor tasks needed. Therefore, it is not appropriate for the Fleet Maintenance Scheduler to perform the minor upkeep and clerical duties requested by the department.

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 upkeep and clerical tasks. Therefore, the proposed classification of Vehicle Use Coordinator has been created. The position 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 care 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 Vehicle Use Coordinator is assigned routine tasks requiring minimal automotive skills, such as minor tasks 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 vehicle upkeep tasks 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.

Salary

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 identified as being somewhat comparable. However, the Office Specialist I is solely focused on clerical functions and does not describe the minor task 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.

Recommendation

Create a new job classification titled Vehicle Use Coordinator. Add one (1) Vehicle Use Coordinator position in the Probation Department, Budget Unit 246.

Attachments

- Job specification