

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

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| MEETING DATE: April 19, 2016 | TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent |
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| DEPARTMENT: Health & Human Services APPROVING PARTY: Darden Bynum, Director PHONE NUMBER: (530) 993-6701 |
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AGENDA ITEM: Request for approval of a promotion of an Eligibility Worker I to an Eligibility Worker II

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Request for the promotion of an Eligibility Worker I to an Eligibility Worker II position which is flexibly staffed through Merit Systems. Those hired at a Level I, and upon successful completion of their training/probation period, would be promoted to the II level within the Merit System guidelines.

FUNDING SOURCE: 0515800
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: 5800
AMOUNT: \$ 7,034.06 Annually

ARE ADDITIONAL PERSONNEL REQUIRED?

Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

| | | |
|---|---|---|
| BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken | <input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____ | Resolution 2016- _____ Agreement 2016- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus |
|---|---|---|

COMMENTS:

CLERK TO THE BOARD _____ DATE _____



Darden Bynum, LCSW
Director

Social Services

P.O. Box 1019
Loyalton, California 96118
202 Front Street
530-993-6720
Fax 530-993-6767

Downieville, California

P.O. Box 38
Downieville, California 95936
22 Maiden Lane
530-289-3711
CPS 530-289-3720
Fax 530-289-3716

Mental Health/Drug/Alcohol

P.O. Box 265
Loyalton, California 96118
704 Mill Street
530-993-6746
Fax 530-993-6759

Health Department

P.O. Box 7
Loyalton, California 96118
202 Front Street
530-993-6700
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Memorandum

To: Sierra County Board of Supervisors

From: Darden Bynum, LCSW, Director, Health & Human Services

Reference: Agenda items

Date of memo: 08 April 2016

Date of Board Meeting: 19 April 2016

Regarding: Request for a promotion of an Eligibility Worker I to an Eligibility Worker II

Executive summary:

This memo is to confirm approval of a promotion of an Eligibility Worker I to an Eligibility Worker II, within the Merit System guidelines.

Background information:

Sierra County Social Services programs are flexibly staffed through Merit Systems. Merit Systems acts as the personnel department for the purpose of recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills, such as an Eligibility Worker I/II. Upon completion of their training and probationary period they would be promoted to the II level. Employees in Social Services positions are hired at a level I are in training/probation for one year; upon completion these individuals would be expected to move to a level II. According to Local Agency Personnel Standards (LAPS 17446 Promotional Exams d;1,2), *Promotion from trainee to first journey level classes, as defined in the class specifications, shall be made on the basis of:*

- 1) *The employee meeting the minimum qualifications for the first journey level class and*
- 2) *A written statement from the appointing power or an official designated by the appointing power that the employee's job performance meets the department's requirements for promotion to the first journey level class).* Form Attached.

It was an oversight of H&HS to not include this promotion in the normal budgeting process; however, the salary was budgeted for this promotion within the previously approved H&HS budget.

Action Requested:

H&HS is recommending that the Eligibility Worker I be promoted to an Eligibility Worker II.

Promotional Appraisal Report (DSS)

Instructions: As provided in LAPS Section 17446(d), this report is used by all Interagency Merit System Departments for promotion from the trainee level to the journey level, in the same class series.

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|-------------------|--------|---|------|
| County: | Sierra | Last 4 digits of Social Security Number: | ████ |
| Last Name: | ████ | First Name: | ████ |

Choose from the drop down list to identify the action being taken.

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|--|--------------------------|
| From Trainee Level: | To Journey Level: |
| Eligibility Worker I | Eligibility Worker II |
| <input type="checkbox"/> OTHER COUNTY TITLES | From Trainee Level: |
| | To Journey Level: |

| | | |
|-----------|---|--|
| 1. | For the Vocational Assistant classification, has the employee had six months of full-time experience in the present class in this department? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | For all other classes, has the employee had one full year of full-time experience in the present class in this department? (If the answer is NO, please contact your MSS Technician. These appointments must be approved by MSS prior to appointment being made). | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | The employee's present job performance meets the department's requirements for promotion to the first journey-level. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Appointment Dates | |
|---|---------------|
| Date of Appointment to Trainee Class: | |
| Proposed Date of MSS Appointment to Journey Level: Date will either be the one year anniversary date of the employee's appointment to the entry level class, or anytime thereafter. | April 3, 2016 |

| Appointment Type | Time Base |
|---|--|
| <input type="checkbox"/> Probationary <input checked="" type="checkbox"/> Permanent | <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| Is this employee currently carrying a bilingual caseload or performing a bilingual assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

I, Lori McGe certify that a copy of this document has been given to the employee listed above.
Today's Date: 3/25/16

Note to employee: Most of the class specifications for MSS positions are listed on our website at www.mss.ca.gov. Should the class specification you need not be available on our website, you may contact Merit System Services directly at (916) 263-3614.

| MSS USE ONLY | Name | Date |
|--------------------------------|------|------|
| Processed By | | |
| Approved By (If Applicable) | | |