

ORDINANCE NO. NS-5.07.109

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE NO. NS-5.07 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In SECTION 18-FLEET SERVICES - 135 the following shall be deleted:

1 M31 Automotive Body Repairer 45.6B

SECTION 2:

In SECTION 18-FLEET SERVICES - 135 the following shall be added:

1 M33 Auto Body Repair Shop Foreperson 47.9B

SECTION 3:


This Ordinance shall take effect on June 5, 2007. This Ordinance shall be implemented on June 18, 2007.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, this JUN 05 2007 by the following vote:

AYES: Supervisors, **ALVARADO, GAGE, KNISS, MCHUGH, YEAGER**
NOES: Supervisors, None
ABSENT: Supervisors, None



Donald F. Gage, Chairperson
BOARD OF SUPERVISORS

Attest:


Phyllis A. Perez
Clerk of the Board of Supervisors

ORIGINAL

#10
JUN 05 2007
~~MAY 22 2007~~

County of Santa Clara
Employee Services Agency
Department of Human Resources



ESA01 052207

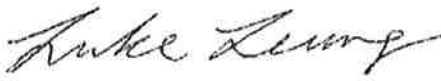
Prepared by: Alan Reed
Human Resources Analyst

Reviewed by: Karen Hodskins
Human Resources Manager

Submitted by: Joanne Cox
Human Resources Director


DATE: May 22, 2007

TO: Board of Supervisors

FROM: 
Luke Leung
Deputy County Executive

Approved Accepted Adopted Denied Presented

BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
Phyllis A. Perez, Clerk of the Board

By 
Deputy Clerk
Date: MAY 22 2007

SUBJECT: Approve Job Specification for the Classification of Automotive Body Repairer and Adopt Related Salary Ordinance Amendment.

RECOMMENDED ACTION

Consider recommendations from Employee Services Agency relating to the Facilities and Fleet (FAF) Department, Fleet Services.

Possible actions:

- a. Approve job specification for classification of Auto Body Repair Shop Foreperson.
- b. Introduction and preliminary adoption of Salary Ordinance No. NS-5.07.109 amending

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, Ken Yeager, Liz Kniss
County Executive: Peter Kutras Jr.

ORIGINAL

#1
MAY 22 2007

Salary Ordinance No. NS-5.07 relating to the compensation of employees; deleting one Automotive Body Repairer position, and adding one Auto Body Repair Shop Foreperson position in the Facilities and Fleet (FAF) Department, Fleet Services. (Roll Call Vote to waive reading, Roll Call Vote to adopt)

FISCAL IMPLICATIONS

The recommended actions will have no fiscal impact on the General Fund. The FY 2007 cost to implement these actions is approximately \$298 and will be absorbed in the current approved budget for Fleet Services, Budget Unit 135. The annualized cost is approximately \$6,020 and will be included in the County Executive's final budget for FY 2008. The increase will result in slightly less retained earnings in Budget Unit 135, an Internal Service Fund.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The duties of Automotive Body Repairer located in Facilities and Fleet (FAF) Department, Fleet Services are not accurately described by the current class specification. Creating the new classification of Auto Body Repair Shop Foreperson allows these duties to be accurately described and creates appropriate employment standards for the work assigned. The recommended compensation for the new classification is appropriate to the County's compensation structure and commensurate with the level of responsibility.

BACKGROUND

During a SEIU Local 715 (now known as SEIU Local 521) Reclassification Window, the Automotive Body Repairer, in FAF, Fleet Services requested a classification study. Human Resources initially denied the request, however, a study was granted following the contractual appeal process.

The position studied reports to the Fleet Services Coordinator in Fleet Services and supervises the work of inmate labor in the Elmwood Paint and Body Shop located at the Elmwood Correctional Facility. The Shop performs routine and specialized painting and refinishing of a wide variety of automotive equipment; and repairs, fabricates and straightens automotive body panels. Additional services include fabrication and installation of specialized equipment for

law enforcement, emergency, and other types of vehicles. The incumbent is responsible for assigning tasks to and training of approximately 15–20 inmates on a daily basis.

In addition to the responsibilities of overseeing the inmate labor, the incumbent estimates vehicle damage, and reviews potential vehicle repairs including evaluation of cost to repair, and then recommends repair or disposal to the supervisor. The incumbent created a parts recycling program on-site and maintains a tracking database used to record the monthly savings derived, with cost savings updates provided monthly to the Department.

Other duties the incumbent is responsible for include: management of the Shop, ordering parts, supplies, and maintaining inventory that includes regular contact and interaction with external vendors and working with regulatory agencies. Today's strict environmental standards require the incumbent to work with representatives of the Environmental Protection Agencies to insure the County complies with all regulations and guidelines, for the proper use of hazardous chemicals and disposal of hazardous waste.

The definition of the Automotive Body Repairer classification is: "Under supervision, performs routine and specialized painting and refinishing of a wide variety of automotive equipment; and repairs, fabricates and straightens automotive body panels." The majority of the incumbent's time is not spent performing standard automotive body repair work. Many of the current responsibilities required to run the Elmwood Paint and Body Shop are of a higher level. Examples include evaluation of the skill level and experience of assigned inmate labor, implementation of a system used to track the use and inventory of shop tools, and creation of a parts recycling program.

Given the nature and extent of the incumbent's oversight and coordination responsibilities and the necessity to make discretionary decisions and utilize independent judgement, the scope of the position has evolved since the classification was created in June 1985. Based on the analysis, the current duties do not fit any other County job specification and are specific to the Automotive Body Repairer occupational field.

A new job specification is required to provide an accurate representation of the tasks and responsibilities performed by the incumbent. Coordinating responsibilities with respect to the use of inmate labor is now included, resulting from the increased demand for the services of the Shop. The new class specification also addresses the frequent use of independent judgment

and discretionary decision making. Both are now common to the position for efficient use and training of inmate labor, daily decisions regarding repairs, and running the shop. New environmental regulations enacted since the original job specification was created require revisions detailing the need for the Automotive Body Repairer to work closely with external vendors and regulatory agencies to ensure the proper handling, use and disposal of hazardous chemicals and hazardous waste. Finally, the implementation of a parts recycling program occurred after the job specification was created in 1985, and the new job specification includes the need to manage and maintain the program. The title of Auto Body Repair Shop Foreperson conveys the correct role of the incumbent in overseeing the Elmwood Paint and Body Shop.

To determine the appropriate compensation for the new classification, a salary review was conducted of similar classifications in the large Bay Area counties and classifications of similar level within Santa Clara County. It was found that an increase of 11.5% is appropriate due to salary comparisons in auto body repair work and in recognition of the incumbent's Shop coordination and oversight duties.

On June 24, 2003, the Board of Supervisors considered a report from Administration on strategies to contain costs associated with classification studies. This study was accepted during a reclassification window, a provision of the agreement with SEIU Local 715 (now known as SEIU Local 521), which meets the Board of Supervisors' policy.

SEIU Local 521 concurs with these recommendations.

CONSEQUENCES OF NEGATIVE ACTION

The Automotive Body Repairer in FAF, Fleet Services, would not be appropriately classified or compensated.

STEPS FOLLOWING APPROVAL

Upon Board approval, the Clerk of the Board's Office is requested to send Keyboard notification of completed processing to Mary Ann Barrous of the Employee Services Agency, Human Resources.

ATTACHMENTS

-
- **Auto Body Repair Shop Foreperson Job Specification**
- **Salary Ordinance No. NS-5.07.109**