RESOLUTION - ACTION REQUESTED 2013-117

MEETING: April 9, 2013

TO: The Board of Supervisors

FROM: Jim Rydingsword, Human Services Director

RE: Approve Recruitment, Hiring and Overfill of the Office Technician II Position in Human Services

RECOMMENDATION AND JUSTIFICATION:
Approve Recruitment and Hiring of an Office Technician II in Human Services Administration Effective Immediately; Approve the Overfill for This Position Effective June 1, 2013; Approve Budget Action Transferring Funds Within the Human Services Administration Department to Cover the Overfill of This Position ($5,795). The incumbent Office Technician II will be retiring at the end of June 2013 and in order that training take place for the successor, it will be necessary to have the new Office Technician II begin employment effective June 1, 2013, thus creating a temporary overfill of the position. It is necessary to transfer funding between line items to allow sufficient funding for the temporary overfill.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Per current policy, the Board of Supervisors must approve the overfilling of positions and filling of vacant positions. The Board has previously approved the overfilling of positions for other departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If the Board approves hiring a replacement, but does not approve an overfill, the replacement will not have an opportunity to receive training from the retiring incumbent.

FINANCIAL IMPACT:
Salary savings from temporary vacancies are requested to be used to fund the overfill. There is no impact to the General Fund. Transfer from account 001-0507-672-0144 (Staff Development Coordinator) in the amount of $4,900.00; and Transfer from account 001-0507-672-0187 (Accountant I/II) in the amount of $895.00; and Transfer to account 001-0507-672-0163 (Office Technician I/II) in the amount of $3,800.00; and Transfer to account 001-0507-672-0310 (Social Security) in the amount of $60.00; and Transfer to account 001-0507-672-0311
(Medicare) in the amount of $5.00; and Transfer to account 001-0507-672-0313 (Medical/Dental/Vision) in the amount of $620.00; and Transfer to account 001-0507-672-0314 (Retirement Employer) in the amount of $770.00; and Transfer to account 001-0507-672-0315 (Retirement Employee) in the amount of $295.00; and Transfer to account 001-0507-672-0317 (Life Insurance) in the amount of $10.00; and Transfer to account 001-0507-672-0318 (SDI) in the amount of $45.00; and Transfer to account 001-0507-672-0319 (Cash Cafeteria Plan) in the amount of $190.00

04/09/13 001-0507-672-0163 · Office Technician I/II $3,800.00
04/09/13 001-0507-672-0314 · Retirement Employer $770.00
04/09/13 001-0507-672-0313 · Medical/Dental/Vision $620.00
04/09/13 001-0507-672-0315 · Retirement Employee $295.00
04/09/13 001-0507-672-0319 · Cash Cafeteria Plan $190.00
04/09/13 001-0507-672-0310 · Social Security $60.00
04/09/13 001-0507-672-0318 · SDI $45.00
04/09/13 001-0507-672-0317 · Life Insurance $10.00
04/09/13 001-0507-672-0311 · Medicare $5.00
04/09/13 001-0507-672-0187 · Accountant I/II($895.00)
04/09/13 001-0507-672-0144 · Staff Development Coordinator ($4,900.00)

Total: $0.00

ATTACHMENTS:
BA OT Overfill 3-29-13 (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administrative Officer

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: John Carrier, District V Supervisor
AYES: Janet Bibby, Kevin Cann, John Carrier, Merlin Jones
EXCUSED: Lee Stetson
# BUDGET ACTION FORM

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## TRANSFER BETWEEN FUNDS

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## ACTION REQUESTED:

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

JUSTIFICATION Utilize salary savings to fund overfill of Office Technician.

## DEPT HEAD SIGNATURE

[Signature]

DATE 3/29/2013

APPROVED BY RES NO. 13-117 CLERK [Signature]

DATE 4-9-13

DEPARTMENT Human Services

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised