RESOLUTION - ACTION REQUESTED 2013-72

MEETING: March 5, 2013

TO: The Board of Supervisors

FROM: Janet Chase Williams, County Librarian

RE: Approve Promotion of Employee from Librarian II to Senior Librarian

RECOMMENDATION AND JUSTIFICATION:
Authorize the promotion of a Library Assistant II to a Senior Library Assistant effective March 1, 2013, at the Mariposa County Library and approve Budget Action transferring funds within the Library budget to cover the promotion ($15,053). The Library is allocated three Senior Library Assistant positions and the incumbent has been under filling one of these positions as a Library Assistant II. The incumbent is now qualified to promote into the Senior Library Assistant position and will have the ability to assist the County Librarian in various administrative functions.

There are sufficient funds to accommodate the promotion in the Contracts line item for the remainder of this fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Current policy requires that promotions are approved by the Board of Supervisors.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The employee will not be promoted and the Senior Library Assistant position will continue to be under filled at the Library Assistant II level.

FINANCIAL IMPACT:
Transfer from account 001-0606-731-0434 (Contracts) in the amount of $4,000.00; and Transfer to account 001-0606-731-0180 (Senior Library Assistant) in the amount of $15,053.00; and Transfer from account 001-0606-731-0192 (Library Assistant II) in the amount of $11,053.00
03/05/13 001-0606-731-0180 · Senior Library Assistant $15,053.00
03/05/13 001-0606-731-0192 · Library Assistant II ($11,053.00)
03/05/13 001-0606-731-0434 · Contracts ($4,000.00)

Total: $0.00

ATTACHMENTS:
Library Budget Action (XLS)

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>0606-731</td>
<td>0434</td>
<td>Contracts</td>
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<td>$4,000</td>
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<tr>
<td>001</td>
<td>0606-731</td>
<td>0180</td>
<td>Senior Library Assistant</td>
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<td>$15,053</td>
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<tr>
<td>001</td>
<td>0606-731</td>
<td>0192</td>
<td>Library Assistant II</td>
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<td>$11,053</td>
</tr>
</tbody>
</table>

| 001  | 0104-414 | 1090    | GENERAL CONTINGENCY        |         |           |          |

**TOTAL** $15,053 $15,053

### TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

### 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 appropriating Reserve for 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:

Promotion of an employee from Library Assistant II to Senior Library Assistant.

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**DEPT HEAD SIGNATURE** Mary R. [Signature]

**DATE** 3-5-13

**APPROVED BY RES NO.** 13-72

**CLERK** [Signature]

**DATE** 3-6-13

**LIBRARY**

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**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 11/95