RESOLUTION - ACTION REQUESTED 2014-135

MEETING: April 1, 2014

TO: The Board of Supervisors

FROM: Cathi Boze, Agricultural Commissioner/Sealer

RE: Authorize a Position Allocation Change in the Agricultural Commissioner Budget and Fill Position

RECOMMENDATION AND JUSTIFICATION:
Allocate One Agricultural and Standards Inspector I/II Position to the Agricultural Commissioner Budget; Authorize Filling This Allocation with an Agricultural and Standards Inspector I Effective April 1, 2014; Eliminate One Senior Agricultural and Standards Inspector Allocation from the Agricultural Commissioner Budget; Approve Budget Action Transferring Funding Within the Agricultural Commissioner Budget to Accommodate the Change in Allocations ($11,184).

The incumbent Senior Agricultural and Standards Inspector resigned in May 2013. The department requested and received approval to recruit for not only the Senior Agricultural and Standards Inspector position, but also for the Deputy Agricultural Commissioner/Sealer and Agricultural and Standards Inspector I/II because it was anticipated that it would be difficult to recruit a qualified candidate as these classifications require specialized licenses.

The department has been successful in its efforts to fill the vacant position at a lower level, and is now requesting a change to the department allocation schedule, authorization to fill the position at this level, and approval to transfer funds to the Agricultural and Standards Inspector I/II line item.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On May 28, 2013, the Board authorized the recruitment of the Deputy Agricultural Commissioner/Sealer, Senior Agricultural and Standards Inspector, and Agricultural and Standards Inspector II because the incumbent Senior Inspector had submitted their resignation.

On December 10, 2013, the Board authorized the recruitment of an Agricultural and Standards Inspector I.

Per current policy, the Board of Supervisors reviews and approves the filling of vacant positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If this request is not authorized to change the allocation schedule and fill this position, this would leave the department understaffed as well as negatively impact the services provided to the public and hinder the ability of the Agricultural Commissioner/Sealer
to provide mandated services by licensed personnel.

FINANCIAL IMPACT:
A Senior Agricultural and Standards Inspector position is allocated and budgeted in the FY 2013/14 budget. Sufficient funds are available in account 001-0235-561-0105 to transfer $11,184 to account 001-0235-561-0102 to fund the Agricultural and Standards Inspector I/II position for FY 2013/2014.

ATTACHMENTS:
Ag Commissioner Budget Action (XLS)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administration/Office

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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**TOTAL** $11,184 $11,184

### TRANSFER BETWEEN FUNDS

<table>
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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

- [ ] 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;

- [X] 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:** To accommodate a change in the allocation of positions.

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**DEPT HEAD SIGNATURE** [Signature]

**DATE** 3-20-2014

**APPROVED BY RES NO.** 14-135

**CLERK** [Signature]

**DATE** 4-1-2014

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**AGRICULTURAL COMMISSIONER**

**AUDITOR’S USE ONLY**

**BA #**

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Budget Revision Form Revised 11/95