DEPARTMENT: Auditor

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize temporary help to assist in the training of replacement position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Three weeks ago, Barbara Powell announced her retirement effective June 30, 2003. We have internally promoted Debbie Greenhalgh to her position. Barbara has offered her services on a temporary basis up to 20 hours per week to train Debbie Greenhalgh in the duties of the position, the bulk of which deals with corrections and maintenance of the property tax roll. Because of the complexity of property taxes, training of this position is lengthy and detailed. Funding is available due to salary savings ($5,900) from the retirement of Barbara Powell. In addition, the position vacated by Debbie Greenhalgh will be delayed in filling due to a lack of any compatible candidates on the current list. Savings due to this vacancy will be at least $3,648. The process to develop a new list of candidates for Account Clerk III (position vacated by Debbie Greenhalgh) will take at least a couple of months, therefore, Barbara’s part-time help would supplement that position vacancy as well as assist in the training of Debbie Greenhalgh.

Barbara, if approved, would be hired as a part-time employee, not on a contract basis. She would be hired for up to 20 hours per week, but would terminate when her services are no longer needed or funding has been fully expended, whichever comes first.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

To deny this request will hinder operations of the office.

Financial Impact? (X) Yes ( ) No  Current FY Cost 0  Annual Recurring Cost: Undetermined
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded
Amount in Budget: $ -0-  Additional Funding Needed: $ $9,548

Source:
Internal Transfer X
Unanticipated Revenue 4/5’s vote
Transfer Between Funds 4/5’s vote
Contingency 4/5’s vote
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No. 297/2003  Ord. No. 5
Vote - Ayes: 5  Noes: 0
Absent: 
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments:

CAO: 

Approved

[Signature]
# BUDGET ACTION FORM

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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 transferring appropriation from 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 provide extra help assistance to train position to fill retirement of Barbara Powell and also to cover anticipated unfilled position in Account Clerk III for two or three months.

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**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO. 03-243**

**CLERK**

**DATE 6/18/03**

**DATE 7-1-03**

**DEPARTMENT** Auditor

**AUDITOR'S USE ONLY**

**BA #** 8132

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Budget Revision Form Revised 12/18