DEPARTMENT: County Clerk  BY: Marjorie Wass  PHONE: 966-2007

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X___)

Approve the allocation of Elections Clerk I/II (Range 126-146) to the County Clerk budget unit and remove the allocation of the Account Clerk I/II (Range 84-104)

As a result of meetings with Service Employees International Union (SEIU) representatives and County Counsel/Interim Personnel Director, it has been determined that when the Elections Clerk position was created in 1998, the Account Clerk position should have been eliminated and an Election Clerk allocation substituted. There is only one staff member in each of the County Clerk and Elections budget units. Because of this, staff in both of these departments must support each other in their job responsibilities. The Elections Clerk I/II job classification includes the job responsibilities of both departments and is the most appropriate classification.

Budget changes will be submitted during Final Budget Hearings to account for the increase in salary and will be absorbed within the budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved revisions to the allocation schedule in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the revised allocation. The Account Clerk I/II position will not be able to provide support to the Elections department.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>( \times ) Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>$</td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td>$</td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td>$</td>
</tr>
<tr>
<td>D. Internal transfers</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th>4/5ths Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td>$</td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td>$</td>
</tr>
<tr>
<td>C. Source description: Balance in Reserve for Contingencies, if approved:</td>
<td>$</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Page 1 - Memo from County Counsel
Page 2 - 5 Election Clerk I/II Job Description
Page 6 - 8 Account Clerk I/II Job Description

CLERK'S USE ONLY:
Res. No. 2249  Ord. No.  
Vote - Ayes:  
Absent:  
Approved:  
Denied:  
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

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

Recommended  
Not Recommended  
For Policy Determination  
Submitted with Comment  
Returned for Further Action

Comment:  

C.A.O. Initials: RH

Action Form Revised 5/92