Authorize temporary out-of-class pay to the Senior Office Assistant in the Department of Tourism and Economic Development in the amount of $579 per month (step 1 of range 187/$2,398 month) effective June 12, 2002. The Senior Office Assistant is currently at step 4 of range 108 ($1,819/month).

This individual will be conducting the day-to-day operations of the Tourism and Economic Development Department and will be performing a number of the functions that were previously performed by the department head. It will not be necessary for this position to perform all of the functions of the department head for the reason that the liaison committee of the Board of Supervisors is meeting weekly with the Senior Office Assistant. Additionally, the Board will make all final decisions relative to contracts, placement of advertising, and approving the vacation planner and marketing plan. The liaison committee believes that the duties the Senior Office Assistant will be performing are over and above her normal duties and warrants an increase of $579 per month.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

• Approve this action as proposed.
• Do not approve; amend this action as the Board desires and approve.

CLERK’S USE ONLY:
Res. No.: ________  Ord. No.: -  Vote - Ayes:  ________  Noes:  ________
Absent:  ________  Abstained:  ________  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:  

A.O. Initials:  [Signature]
TO: JEFF GREEN, Interim Personnel Director
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Temporary Out-of-Class Pay for the Senior Office Assistant
Resolution No. 02-290

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 23, 2002

ACTION AND VOTE:

Authorize Temporary Out-of-Class Pay to the Senior Office Assistant in the Department of Tourism and Economic Development in the Amount of $579 Per Month (Step 1 of Range 187/$2,398 Month) Effective June 12, 2002 (Personnel)

BOARD ACTION: Discussion was held with Jeff Green, County Counsel; and he advised that the Board's liaison committee (Supervisors Pickard and Parker) are meeting weekly with the Senior Office Assistant relative to the operation of the department, and final decisions are being brought to the Board. (M)Reilly, (S)Pickard, Res. 02-290 was adopted/Ayes: Reilly, Balmain, Stewart, Pickard; Excused: Parker. Supervisor Reilly initiated discussion relative to the status of direction for recruitment for the Director for the department. Supervisor Pickard noted there is extra help to assist with the projects in the department, and that it was the committee's feeling that once they are caught up on the projects, they will look at options for the department. Supervisor Reilly requested that an agenda item be scheduled to discuss policies and procedures for committee structure, and she stated she feels there should be discussion relative to future organization of the department.

cc: Ken Hawkins, Auditor
    Sandra Laird, Personnel
    Judy Beliera, Tourism and Economic Development
    File