



# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



## **RESOLUTION - ACTION REQUESTED 2015-130**

MEETING: March 24, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Temporarily Increase Limited Full-Time Employee to Permanent Full-Time

*5 Budget Action*

---

### **RECOMMENDATION AND JUSTIFICATION:**

Increase the allocation of a Limited Term Full-Time Office Assistant II Position in the County Administration Budget to a permanent Full-Time Office Assistant II Position effective immediately; Authorize the Office Assistant II to continue to work the additional 12 hours per week in the Human Resources/Risk Management (HR/RM) Department until the end of June, 2015; Approve Budget Action transferring funding in HR/RM Budget to accommodate the increase in the position allocation (\$2,800), before which time staff will return to the Board for additional discussion on the continuation of this position into the next fiscal year.

On August 5, 2014, the Board of Supervisors approved increasing the allocation of an Office Assistant II position from a 70% permanent part-time allocation to a limited term full-time allocation based on the additional workload from the Human Resources/Risk Management Department. At that time, the Board recognized that the workload in the Human Resources/Risk Management Department was unbalanced when compared to the level of staff and that routine clerical functions that are necessary, important and time-consuming could be relieved with an additional clerical position. Having the Office Assistant II from County Administration assist Human Resources/Risk Management staff for 12 hours per week to perform the routine clerical functions has helped alleviate this workload, including assistance with on-going recruitments, personnel file maintenance, accounts payable and follow up activities. In addition, on March 2, 2015, the Board appointed a Human Resources/Risk Management Director, thus increasing the Department staffing from two to three.

The incumbent in this position is familiar with Human Resources/Risk Management clerical functions from when the Human Resources/Risk Management function was housed in the Government Center, and has been an effective addition to the Human Resources/Risk Management team since her assignment in August, 2014. The affected employee as well as staff of County Administration continues to be supportive of this arrangement. It should also be noted that this current work schedule has allowed the employee to also provide more hours assisting

Clerk of the Board, Board of Supervisors, and Administration with their workload as well.

It is anticipated that this request will cost approximately \$2,800 in salary for the remainder of this Fiscal Year. Salary savings from the once vacant Human Resources/Risk Management Director position will be used to offset the increased salary and benefits for the Office Assistant II, and as a result, there will be no additional impact to the General Fund. There are sufficient savings in the associated benefit line items, that no adjustment is needed.

Staff will return to the Board of Supervisors prior to June 30, 2015, for additional discussion on the continuation of this position as full time into the next fiscal year. This will allow sufficient time for the Human Resources/Risk Management Director to assess the clerical needs of the department with existing workload and possibly new projects that may be initiated.

#### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On August 5, 2014, the Board approved increasing the allocation of an Office Assistant II position from a 70% permanent part-time allocation to a limited term full-time allocation based on additional workload from the Human Resources/Risk Management Department, for a duration to last until one month after a permanent Human Resources/Risk Manager had been hired by the County.

#### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**


A negative action could result in significant delays of staff completing routine clerical tasks.

#### **ATTACHMENTS:**

**Budget Action - OAI to Full-Time (XLS)**

#### **CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hoelson, CAO 3/18/2015

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]  
**MOVER:** Kevin Cann, District IV Supervisor  
**SECONDER:** Marshall Long, District III Supervisor  
**AYES:** Rosemarie Smallcombe, Merlin Jones, Marshall Long, Kevin Cann  
**EXCUSED:** John Carrier

### BUDGET ACTION FORM


FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0115-441	0101	Human Resources Director			\$2,800
001	0115-441	0198	Office Assistant II		\$2,800	
001	0104-414	1090	GENERAL CONTINGENCY			
<b>TOTAL</b>					\$2,800	\$2,800

TRANSFER BETWEEN FUNDS						
<b>TOTALS</b>					\$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: Allow for the increase of a 70% PPT Office Assistant II position to full time for April - June 2015.

DEPT HEAD SIGNATURE  DATE 03/24/2015

APPROVED BY RES NO. 15-130 CLERK Debi La Roche DATE 3-24-15

AUDITOR'S USE ONLY  
BA #