



# MARIPOSA COUNTY

Administration • 209-966-3222



## **RESOLUTION - ACTION REQUESTED 2015-276**

MEETING: June 9, 2015

TO: The Board of Supervisors

FROM: Mary Hodson, CAO

RE: Increase the Allocation of an Office Assistant II Position

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### **RECOMMENDATION AND JUSTIFICATION:**

Increase the Allocation of a 0.70 Permanent Part-Time Office Assistant II Position in the Administration Budget to Full-Time Effective July 1, 2015; and Allocate 0.30 of the Position to the Human Resources/Risk Management (HR/RM) Budget. This position has been assisting the HR/RM Department since August 2014, when the Human Resources/Risk Manager position became vacant. The Human Resources/Risk Manager position has now been filled, but due to the new programs and enhancements of existing services being implemented in this department, having the additional clerical assistance continue will be greatly beneficial.

Currently the Office Assistant II position is assisting with the recruitment process, records retention/destruction, processing payroll action forms, and managing the employee filing system, as well as performing receptionist duties. Performing these clerical functions allows the other HR/RM staff to focus their attention on the critical operations of the department.

Ultimately the HR/RM Department would prefer a full-time clerical position, but given possible budget limitations has agreed to continue to operate with the same amount of clerical assistance (0.30 or 12 hours a week). It is estimated that increasing the allocation of this position will cost approximately \$12,000 in salaries/benefits.

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

The Board adopted Resolution 14-402 on August 5, 2014, temporarily increasing the allocation of the 0.70 Permanent Part-Time Office Assistant II position in the County Administration budget to full time and allocating 0.30 to the HR/RM budget, until a new Human Resources/Risk Manager was hired and on the job for at least a month.

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

Do not approve increasing the allocation of the 0.70 Permanent Part-Time Office

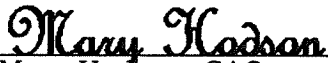
Assistant II position to full time. The HR/RM Department may experience delays in responding to department's requests for recruitments, processing payroll action forms, and with the implementation/enhancement of new and existing HR/RM departmental programs.

**FINANCIAL IMPACT:**

**Funding for the increase in the allocation (approximately \$12,000) has been included in the Human Resources/Risk Management budget for the Fiscal Year 2015-16 Requested Budget.**

**CAO RECOMMENDATION**

Requested Action Recommended

  
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Mary Hoatson, CAO 6/3/2015

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Rosemarie Smallcombe, District I Supervisor

**SECONDER:** Marshall Long, District III Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier