

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: May 14, 1991
AGENDA ITEM NO. 10

DEPT.: COUNTY COUNSEL

BY: JEFFREY G. GREEN

PHONE: 966-3625

RECOMMENDED ACTION AND JUSTIFICATION:

WHEREAS, Nadine Broomfield, Executive Legal Secretary in County Counsel's Office, has submitted her formal retirement papers with the County for retirement effective August 2, 1991, and

WHEREAS, a vacancy will occur for Ms. Broomfield's position, and

WHEREAS, no personnel list exists for Legal Secretary or Executive Legal Secretary to fill the upcoming vacancy, and

WHEREAS, the recruitment process needs to be accomplished as soon as possible to make a smooth transition for Counsel's office;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors as follows:

1. That a vacancy will occur for the position of Legal Secretary or Executive Legal Secretary upon the retirement of Nadine Broomfield on August 2, 1991.
2. That County Counsel is hereby given the authority to advertise for the positions of Legal Secretary and Executive Legal Secretary, and
3. Counsel is also given the option of hiring a qualified applicant at the lower level of Legal Secretary in the event an applicant meets those qualifications thereby reducing some salary costs at the onset of filling this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board usually permits Department Heads discretionary selection relative to office staff. Recruitment process is necessary as no employee list for either position exists.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

No list of applicants would be available for interviews or hiring.

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COST: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Resolution No. 91-207

Ordinance No. _____

Vote: Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

ADMINISTRATIVE OFFICER'S
RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

