DEPARTMENT: Public Health Department
BY: Charles B. Mosher, MD, Health Officer
PHONE: 966-3689

RECOMMENDED ACTION AND JUSTIFICATION:
Authorize an exemption from the current hiring "freeze" to allow the Health Department to fill vacant Office Assistant I position utilizing funds from State Contract and fee revenue. This position is needed to support the Tobacco Cessation Program and Environmental Health. Delays in processing Environmental Health permit documents are, in part, due to clerical short staffing. The funding for the position is 50% state tobacco funds and 50% new fee revenue. This should be effective July 24, 1990.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Resolution 90-047 established this position during FY 89-90. It was filled on an extra help basis as a savings to the County through the end of the fiscal year. The extra help person who filled the position is no longer available.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Fund the position from general fund.
2. Risk loss of some state tobacco money.
3. Continue to experience delays and inefficiency in environmental health.

COSTS: ( ) Not Applicable
A. Budgeted current FY $12,414
B. Total anticipated costs $12,414
C. Required Add'l funding $0
D. Source: State tobacco funds/new fees

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:
Res. No.: 90-360
Ord. No.: Voting - Ayes: 4 Noes:
Absent: Abstained: ___
(%) Approved ( ) Denied
( ) Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.

Date: ___
ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
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: ___

Action Form Revised 12/89
TO:        DR. CHARLES B. MOSHER, COUNTY HEALTH OFFICER
FROM:      MARGIE WILLIAMS, CLERK OF THE BOARD
RE:        OFFICE ASSISTANT I POSITION

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on July 24, 1990

ACTION AND VOTE:

D) Authorize an Exemption from the Current Hiring
   Limitation to Fill the Vacant Office Assistant I Position
   Utilizing Funding From State Contract and Fee Revenue
BOARD ACTION: Approved, with vacancy to be filled consistent
   with County policy/Ayes: (M)Punte, (S)Radanovich, Baggett,
   Erickson; Abstained: Taber. Res. 90-360

cc  File
Personnel
Auditor