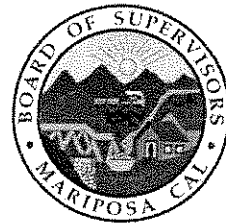




MARIPOSA COUNTY

Human Services · (209) 966-2000



RESOLUTION - ACTION REQUESTED 2013-117

MEETING: April 9, 2013

TO: The Board of Supervisors

FROM: Jim Rydingsword, Human Services Director

RE: Approve Recruitment, Hiring and Overfill of the Office Technician II Position in Human Services

RECOMMENDATION AND JUSTIFICATION:

Approve Recruitment and Hiring of an Office Technician II in Human Services Administration Effective Immediately; Approve the Overfill for This Position Effective June 1, 2013; Approve Budget Action Transferring Funds Within the Human Services Administration Department to Cover the Overfill of This Position (\$5,795). The incumbent Office Technician II will be retiring at the end of June 2013 and in order that training take place for the successor, it will be necessary to have the new Office Technician II begin employment effective June 1, 2013, thus creating a temporary overfill of the position. It is necessary to transfer funding between line items to allow sufficient funding for the temporary overfill.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors must approve the overfilling of positions and filling of vacant positions. The Board has previously approved the overfilling of positions for other departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board approves hiring a replacement, but does not approve an overfill, the replacement will not have an opportunity to receive training from the retiring incumbent

FINANCIAL IMPACT:

Salary savings from temporary vacancies are requested to be used to fund the overfill. There is no impact to the General Fund. Transfer from account 001-0507-672-0144 (Staff Development Coordinator) in the amount of \$4,900.00; and Transfer from account 001-0507-672-0187 (Accountant I/II) in the amount of \$895.00; and Transfer to account 001-0507-672-0163 (Office Technician I/II) in the amount of \$3,800.00; and Transfer to account 001-0507-672-0310 (Social Security) in the amount of \$60.00; and Transfer to account 001-0507-672-0311

(Medicare) in the amount of \$5.00; and Transfer to account 001-0507-672-0313 (Medical/Dental/Vision) in the amount of \$620.00; and Transfer to account 001-0507-672-0314 (Retirement Employer) in the amount of \$770.00; and Transfer to account 001-0507-672-0315 (Retirement Employee) in the amount of \$295.00; and Transfer to account 001-0507-672-0317 (Life Insurance) in the amount of \$10.00; and Transfer to account 001-0507-672-0318 (SDI) in the amount of \$45.00; and Transfer to account 001-0507-672-0319 (Cash Cafeteria Plan) in the amount of \$190.00


04/09/13 001-0507-672-0163 · Office Technician I/II \$3,800.00
04/09/13 001-0507-672-0314 · Retirement Employer \$770.00
04/09/13 001-0507-672-0313 · Medical/Dental/Vision \$620.00
04/09/13 001-0507-672-0315 · Retirement Employee \$295.00
04/09/13 001-0507-672-0319 · Cash Cafeteria Plan \$190.00
04/09/13 001-0507-672-0310 · Social Security \$60.00
04/09/13 001-0507-672-0318 · SDI \$45.00
04/09/13 001-0507-672-0317 · Life Insurance \$10.00
04/09/13 001-0507-672-0311 · Medicare \$5.00
04/09/13 001-0507-672-0187 · Accountant I/II (\$895.00)
04/09/13 001-0507-672-0144 · Staff Development Coordinator (\$4,900.00)
Total: \$0.00

ATTACHMENTS:

BA OT Overfill 3-29-13 (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Officer

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Janet Bibby, Kevin Cann, John Carrier, Merlin Jones

EXCUSED: Lee Stetson

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.0144	Staff Development Coord			4,900
001	0507	672.0187	Accountant I/II			895
001	0507	672.0163	Office Tech		3,800	
001	0507	672.0310	Social security		60	
001	0507	672.0311	Medicare		5	
001	0507	672.0313	Medical/Dental/Vision		620	
001	0507	672.0314	Retire-employer		770	
001	0507	672.0315	Retire-employee		295	
001	0507	672.0317	Life Insurance		10	
001	0507	672.0318	SDI		45	
001	0507	672.0319	Cash-Cafeteria Plan		190	
TOTALS					5,795	5,795

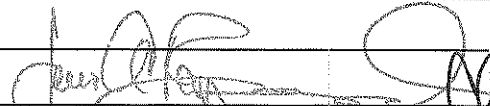
TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0	0

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 transferring appropriation from Contingencies

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 Utilize salary savings to fund overfill of Office Technician

DEPT HEAD SIGNATURE  DATE 3/29/2013

APPROVED BY RES NO. 13-117 CLERK  DATE 4-9-13

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
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