RESOLUTION - ACTION REQUESTED 2012-252

MEETING: May 15, 2012

TO: The Board of Supervisors

FROM: Peter Rei, Public Works Director

RE: Replace Maint Shop Wrkr W/Sr Office Asst

RECOMMENDATION AND JUSTIFICATION:

Eliminate the Maintenance Shop Worker Position and Allocate a Senior Office Assistant Position in the Facilities Maintenance Budget; Authorize the Department to Fill the Senior Office Assistant Position Effective June 1, 2012; Approve Budget Action Transferring Funding Within the Facilities Maintenance Budget to Accommodate This Request ($2,098).

The Maintenance Shop Worker position is currently vacant due to an incumbent being released during the probationary period. The functions of a Senior Office Assistant are more suited to the needs of the Facilities Maintenance Manager and would ultimately improve the efficiency of the Facilities Maintenance Division. This position will assist staff in the processing of work orders/requests, fiscal operations, budget preparation and monitoring. The Senior Office Assistant position is at a lower salary level so there would be a cost savings to the General Fund of approximately $7,200 per year.

The department consulted with County Personnel staff regarding this request prior to submitting this Board item.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per the current policy, personnel actions of this type require Board approval.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

By not filling the position as a Senior Office Assistant the support needed for the Facilities Maintenance Division would be negatively impacted.

FISCAL IMPACT:
Resolution - Action Requested 2012-252

Transfer from account 001-0128-473-0180 (Maintenance Shop Worker) in the amount of $2,098.00; and Transfer to account 001-0128-473-0196 (Senior Office Assistant) in the amount of $2,098.00. This will fund the position for June of 2012 and the appropriate funding level will be included in the 2012-2013 Requested Budget.

05/15/12 001-0128-473-0196 · Senior Office Assistant $2,098.00
05/15/12 001-0128-473-0180 · Maintenance Shop Worker ($2,098.00)
Total: $0.00

ATTACHMENTS:
Budget Action Form (PDF)

CAO RECOMMENDATION

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jim Allen, District V Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Turpin, Bibby, Cann, Allen
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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**TOTAL** $2,098 $2,098

### TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/9ths 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 (3/9ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** Transfer funding for the Allocation of Sr Office Assistant for remainder of FY 11/12

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**DEPT HEAD SIGNATURE** [Signature]

**DATE** 5/4/2012

**APPROVED BY RES NO.** 12-252  CLERK [Signature]

**DATE** 5/15/12

**AUDITOR'S USE ONLY**

**BA #**