RESOLUTION - ACTION REQUESTED 2012-559

MEETING: November 13, 2012

TO: The Board of Supervisors

FROM: Rick Benson, County Administrative Officer

RE: Recruit and Hire Office Assistant I/II Position in Administration

RECOMMENDATION AND JUSTIFICATION:
Authorize the Recruitment and Hiring of a 0.7 Permanent Part-Time Office Assistant I/II Position in the Administration Budget Effective Immediately. The incumbent in the position was recently promoted resulting in the vacancy of this position. This position is critical for the reception/clerical operations of the Board of Supervisors and Administration functions. Additionally, this position also performs receptionist duties for County Counsel and Human Resources/Risk Management. Funding for a full year of this position was included in the 2012-2013 County Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
It is necessary for departments to request and gain approval of the Board of Supervisors prior to recruiting and filling personnel vacancies.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve the recruitment and hiring of a 0.7 Permanent Part-Time Office Assistant I/II position in the Administration budget. Staff's work management may be negatively impacted by having to take on additional receptionist/clerical job responsibilities.

FINANCIAL IMPACT:
Sufficient funding for the position is included in the Administration budget.

CAO RECOMMENDATION
Requested Action Recommended
Resolution - Action Requested 2012-559

RESULT: ADOPTED [4 TO 1]
MOVER: Jim Allen, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lee Stetson, Lyle Turpin, Kevin Cann, Jim Allen
NAYS: Janet Bibby
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JANET BIBBY, CHAIR
LYLE TURPIN, VICE-CHAIR
LEE STETSON
KEVIN CANN
JIM ALLEN

DISTRICT III
DISTRICT II
DISTRICT I
DISTRICT IV
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: RICK BENSON, CAO
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Authorize the Recruitment and Hiring of a 0.7 Permanent Part-Time Office Assistant III/II Position in the Administration Budget Effective Immediately

RES. 12-559

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on November 13, 2012

ACTION AND VOTE:

E. Administration RES-2012-559
Authorize the Recruitment and Hiring of a 0.7 Permanent Part-Time Office Assistant III/II Position in the Administration Budget Effective Immediately
Chair Bibby questioned whether this position should remain a Permanent/Part-Time position given that Personnel/Risk Management would be moving to another building and she suggested that consideration be given to hiring extra help pending a reassessment of the position. She further proposed consideration of a recorded phone tree system for the office. Discussion ensued. The item was approved.
RESULT: ADOPTED [4 TO 1]
MOVER: Jim Allen, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lee Stetson, Lyle Turpin, Kevin Cann, Jim Allen
NAYS: Janet Bibby

Cc: Bill Davis, Auditor
File