

DEPARTMENT: Administration/Personnel

BY: Rick Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Deny equity adjustment for Assessment Office Manager.

See attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (x) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		CAO Report, Assessor-Recorder Memo, Proposed Job Specifications
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

CLERK'S USE ONLY:

Res. No.: 10-405 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached  No Action Necessary

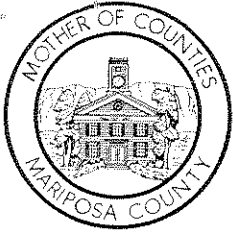
The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 Attest: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  
 No Opinion  
 Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CAO: 



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

KEVIN CANN, CHAIR  
JIM ALLEN, VICE-CHAIR  
BRAD ABORN  
LYLE TURPIN  
JANET BIBBY

DISTRICT IV  
DISTRICT V  
DISTRICT I  
DISTRICT II  
DISTRICT III



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICK BENSON, CAO  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Equity Adjustment for Assessment Office Manager  
Resolution No. 10-405

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on August 17, 2010

#### ACTION AND VOTE:

- 5 **10:32 a.m. Administration**  
Deny Equity Adjustment for Assessment Office Manager  
**BOARD ACTION:** Rick Benson presented information on the request and advised of his recommendation to deny the request.  
Becky Crafts, Assessor-Recorder, expressed concern with the processing of this agenda item and with the processing of this type of request; and she presented information to substantiate her request.  
Discussion was held.  
Input from the public was provided by the following:  
Ruth Catalan stated she does not feel that an equity adjustment is appropriate for this situation, she feels the adjustment should be for whatever position is needed and with an appropriate salary. She does not see why twelve employees need three management positions.  
Further discussion was held. Supervisor Bibby stated she would like to see more information on the changes in the duties in the position and information on a job description for a deputy assessor/recorder position. (M)Aborn, (S)Allen, Res. 10-405 was adopted approving the equity adjustment for the Assessment Office Manager – tying the salary to the Office Technician II position/Ayes: Aborn, Cann, Allen; Noes: Turpin, Bibby.

Cc: Becky Crafts, Assessor-Recorder  
Chris Ebie, Auditor  
Sandi Laird, Personnel  
File

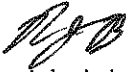
# MARIPOSA COUNTY

Richard J. Benson  
County Administrative Officer



5100 Bullion Street  
P.O. Box 784  
Mariposa, CA 95338  
209-966-3222  
1-800-736-1252  
FAX 209-966-5147  
[rbenson@mariposacounty.org](mailto:rbenson@mariposacounty.org)

August 17, 2010

TO: Board Members   
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Request for Equity Adjustment

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Attached is an item submitted by the County Assessor-Recorder requesting an equity adjustment and a change in the job description for the Assessment Office Manager.

Traditionally, equity adjustments have been addressed by representatives of the bargaining units during labor negotiations. For example, the current SEIU Memorandum of Understanding includes language addressing equity adjustments which were negotiated and approved by your Board. Another group of positions represented by MCMCO were approved for equity adjustments in the last round of negotiations and are outlined in the current MOU with that organization. I have had discussions regarding this proposal with the SEIU representative. She has no objection to this going before your Board now, however, equity adjustments are usually proposed during labor negotiations.

Regardless of how they come to be considered, equity adjustments are generally recommended and granted when it can be shown that the employee's pay is significantly out of line with others within the County who have similar duties or, less often, when there is a disparity between the pay offered in Mariposa County and other entities. In the latter situation an adjustment is recommended because the inequity could significantly hinder the ability to recruit qualified individuals for a position.

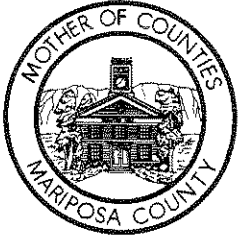
The Assessor-Recorder's justification points to changes in law that has required mastery of new software programs. We do not find this to be a compelling reason to recommend an adjustment since technology changes and changes in State requirements occur in practically every department on a regular basis.

Staff has also compared the job description which was specifically crafted for this position to the work being carried out by the Assessment Office Manager and have found that the job description continues to accurately reflect the duties of this position.

Since nearly every position within the County evolves with technology and regulation, it is the position of this office that an equity adjustment is not warranted at this time. Additionally, if the request is granted, it could create other internal equity issues in other departments.

Your Board has the option to grant or deny the request. If you deny the request at this time it still may be discussed during negotiations if the Union chooses to bring it to the bargaining table.

It is, however, recommended that your Board deny the requested equity adjustment for the Assessment Office Manager.



## Assessor-Recorder

Assessor (209) 966-2332  
Recorder (209) 966-5719

July 28, 2010

TO: Board of Supervisors  
FROM: Becky Crafts, Assessor-Recorder *bc*  
SUBJECT: Equity adjustment for Assessment Office Manager

### Request

I am requesting that the Assessment Office Manager position be tied to the Office Technician II salary range. SEIU is in favor of this request.

### Reasoning

I am bringing my request directly to the Board because I have gotten conflicting information from Personnel, CAO and SEIU.

- 1<sup>st</sup> I contacted Personnel as to how I can achieve my request, I was told it was a budget issue.
- 2<sup>nd</sup> I contacted the CAO he said it was a negotiation issue.
- 3<sup>rd</sup> I contacted SEIU and they said it was a Board of Supervisor's Action with union approval.
- 4<sup>th</sup> I contacted the CAO and asked for clarification.
- 5<sup>th</sup> I met with Personnel and the CAO 7/21/10 which the CAO sent off another e-mail to SEIU.
- 6<sup>th</sup> I still don't know what the procedure is as of 7/24/10

### Background

The top clerical supervisory position was an Office Technician which this title was changed in 2004 to an Assessment Office Manager with the salary remaining at the Office Technician range. During that time period that the PDQ was being established for the Assessment Office Manager, there was not an Office Technician II job description. In August of 2007 the Office Technician I/II job description was created.

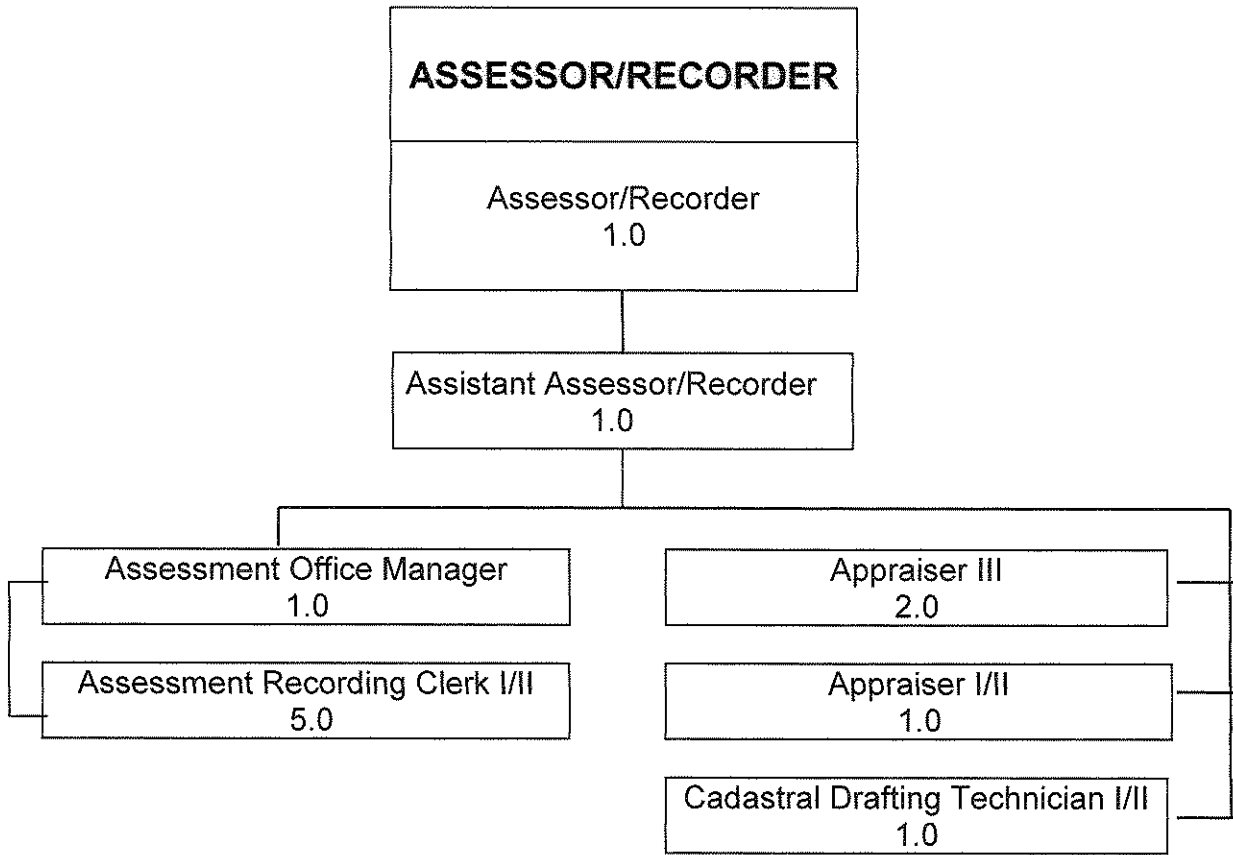
I did not realize this until the buzz around the county that certain positions got re-classed, so I contacted personnel and was told that the Office Tech II was meant for larger departments. This did not set well with me because I felt that my office has a lot of duties being carried out by a smaller staff and the Office Tech II job description and salary range was justified.

In the last two years the duties of my Assessment Office Manager have further increased. The Board is aware of the Social Security Truncation Law that went into effect, which requires specialized training and security measures. My office has enacted the Electronic Death Reporting System. (EDRS). This also requires specialized training and security measures. Vital Records Image Redaction & Statewide Access (VRIRSA) is another State program that has added more duties and responsibility.

These duties are not because of technical evolution they are NEW programs for the benefit of the public and for the protection of Homeland security.

Financial Analysis

	Current Grade/Step (Office Tech I)	Proposed Grade/Step (Office Tech II)
Assessment Office Manager	158/4 \$3,472.04	161/5 \$3,748.85



Total Staff Years: 12.0

## **ASSESSMENT OFFICE MANAGER**

### **DEFINITION**

To plan, organize and supervise clerical operations and staff involved in recording and maintaining legal documents, including vital statistics, and the preparation of assessment rolls, master property records and personal property records; to perform responsible duties involved in the preparation and maintenance of the assessment roll and the recording of legal documents; to assist with budget development and tracking; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Assessor-Recorder or Assistant Assessor-Recorder.

Employees in this classification perform a variety of administrative tasks with minimum supervision. This classification performs work where the Assessor-Recorder has delegated a substantial amount of administrative detail and non-routine work. The duties of the Assessment Office Manager are auxiliary to the work of the Assessor-Recorder and the scope of the responsibilities reflect the scope of the Assessor-Recorder's responsibilities.

Exercises general supervision over Assessor-Recorder clerical classifications.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Plans, organizes, assigns and reviews the work of clerical support staff.

Interviews, recommends the selection of and provides for the training and development of assigned staff; reviews and evaluates employee performance; counsels employees regarding work issues; recommends disciplinary action as appropriate.

Reviews worksheets, records, reports and data entry completed by subordinates to ensure accuracy.

Plans, develops and implements office procedures and processes in conjunction with professional and managerial staff.

Interprets and applies legislative and administrative laws, codes and regulations to daily operations.

Develops, implements and monitors systems and procedures to ensure they meet departmental needs and to assist in maintaining effectiveness of staff operations.

Assists in the preparation of department budgets; monitors and evaluates expenditures; processes accounts receivable and payable; maintains related records and reports.

Supervises the development and maintenance of department files and record-keeping systems.

Communicates with other County administrators, department heads, officials, staff of other agencies, and the general public as appropriate to obtain and relay information and coordinate activities.

Participates in the recording, indexing and maintenance of legal documents, including vital statistics.

Participates in the preparation and maintenance of assessment rolls, master property records and personal property records, performing such duties as calculating property values, processing exemptions, processing deeds and combining / splitting properties for valuation purposes, preparing and sending various notices to tax payers, etc.

Provides technical guidance to staff in the use of software systems and related programs.

Prepares analytical, statistical and narrative reports and correspondence as required.

Performs general administrative, clerical and bookkeeping work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, reviewing and processing mail, sending and receiving faxes, answering the telephone, scheduling meetings and appointments, ordering supplies, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.

Basic principles and methods of administration, personnel management, fiscal and data processing management.

Principles and practices of employee training, supervision and performance evaluation.

Standard office administration and clerical practices and procedures.

Modern office procedures, practices and technology, including the use of computers for word and data processing and other applications related to appraising and recording.

Basic budget preparation and financial record-keeping.

Business arithmetic and bookkeeping.

Assessment recording / reporting requirements and procedures.



Legal terminology and requirements for the recording of legal documents.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Understand, interpret, apply and enforce pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Plan, organize, train and supervise the work of others.

Develop and implement policies, procedures and work standards for assigned areas of responsibility.

Analyze office operations and technical problems, evaluate alternatives and recommend solutions.

Perform difficult and complex statistical and functional work involving the use of considerable judgment, speed and accuracy.

Effectively coordinate and perform work to meet established deadlines.

Understand and execute complex oral and written instructions.

Exercise sound, independent judgment within general policy guidelines.

Type or word process accurately at speeds necessary for successful job performance.

Use computers effectively for word and data processing.

Gather and compile department-specific information from a variety of sources.

Prepare accurate document, records and reports in a timely manner.

Develop and maintain effective record-keeping systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Provide professional, courteous customer service at all times.

Communicate effectively both orally and in writing.

Perform required arithmetical calculations with accuracy.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move light weights. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Five years of increasingly responsible clerical and/or technical experience equivalent to working with appraisal, assessment, property, and/or legal records, including assignments requiring a working proficiency in the use of a computer using spreadsheet and data based software, extensive public contact, and preferably including some lead or supervisory responsibilities.

**Education:**

High school diploma or GED equivalent; college-level coursework in administration, supervision and/or technical subjects related to assessment and appraising is desirable.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

## OFFICE TECHNICIAN I/II

### **DEFINITION**

To provide a variety of administrative services in support of the administrative, fiscal and program areas of the assigned department; to perform highly responsible and complex clerical support duties; to direct and supervise the work of others in a lead capacity as assigned; and to perform related duties and responsibilities as required.

**Office Technician I:** Employees in this classification receive general supervision and perform administrative detail work. Incumbents are expected to perform at a high level of independence and responsibility with indepth knowledge of the programs, policies, and procedures of the department and work unit where assigned.

**Office Technician II:** Employees in this classification perform a variety of administrative tasks with minimum supervision. This classification performs work where the director has delegated a substantial amount of administrative detail and non-routine work. The duties of the Office Technician II are auxiliary to the work of the director and the scope of the responsibilities reflect the scope of the director's responsibilities. This position differs from the Office Technician I classification in that the Office Technician II typically works directly for the director of a large department that consists of divisions within that department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory / management staff.

Exercises supervision over lower-level clerical classifications.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs responsible administrative, clerical and/or clerical accounting work to support the operations of assigned department.

Assists supervisor with the planning, implementation and administration of department budget programs and projects as assigned.

Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

Trains, schedules, supervises and evaluates the work of assigned clerical personnel; offers advice and assistance as needed; recommends and implements disciplinary action as appropriate.

Provides assistance with and/or coordination of personnel functions of the assigned department, including but not limited to assisting with employee selection, conducting orientation, maintaining employee records, processing personnel paperwork, etc.

Provides assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, preparing deposits, assisting with budget preparation and monitoring, maintaining petty cash fund, and preparing financial reports as required.

Types or word processes routine and confidential documents from drafts, notes, dictated tapes or brief instructions, which may include various correspondence, reports, records, forms, agreements, contracts, resolutions, etc.; may compose routine correspondence and reports and assists in the preparation of news releases.

Researches and assembles supporting data for Board of Supervisors agenda items.

Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Enters and retrieves computer data; maintains databases; generates computer reports and/or spreadsheets.

May provide administrative / clerical support for commissions, councils and committees as assigned.

Establishes, organizes and maintains complex department filing systems.

Types or word processes, prepares, processes, copies, files, distributes and/or transmits various records, reports, forms, correspondence, permits, licenses, and other documents.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine administrative / clerical support work as required, which may include but is not limited to scheduling meetings and appointments, copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms and maintaining supply inventory, processing daily mail, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and database management, e-mail, fax, and document production equipment.

Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Principles of training, supervision and work coordination.

Basic business arithmetic.

Financial record-keeping and reporting methods.

Professional / technical terminology peculiar to assigned department.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform a variety of analytical and administrative support duties and program development and implementation assignments.

Perform difficult and complex clerical duties in assigned unit.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical and administrative problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Exercise sound, independent judgment and initiative within established guidelines.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word processing and database and records management, e-mail, and specific programs unique to department.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

##### *Office Technician I*

Five years of increasingly responsible secretarial or clerical administrative experience, which has included assignments requiring a working proficiency in the use of a computer, using spreadsheet, e-mail, and data based software, and extensive public contact.

##### *Office Technician II*

One year of experience equivalent to an Office Technician I in Mariposa County or similar government agency working directly for the director of a large department.

#### **Education:** *Both Office Technician I and II*

High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects. Completion of at least 30 units of college level course work in public or business administration, computer science or closely related field.

#### **Substitution:** *Both Office Technician I and II*

An additional year of qualifying experience may be substituted for the 30 units of college level course work.

#### **Additional Requirements:** *Both Office Technician I and II*

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

**MARIPOSA COUNTY**

**AGENDA TRANSMITTAL FORM**

Instructions: Please complete a \_\_\_\_\_ as applicable to your agenda item. Items requiring staff review must be submitted to the appropriate county department within their review time-line before submitting the item to the Clerk of the Board. Incomplete material will be returned. Submit the original of the Transmittal and Action forms to the Clerk of the Board along with thirteen, 3-hole punched, paper clipped copies of supporting documents. Supporting documents should be numbered consecutively with page numbers circled at the bottom of the page. Agenda Items are due by 12 Noon on the Friday eleven days before the Tuesday of the intended Board meeting.

**REQUESTED AGENDA OF:** August 10, 2010  
**DEPARTMENT:** Assessor-Recorder

**APPROVED BY DEPT. HEAD:** \_\_\_\_\_  
**BY:** Becky Crafts

**AGENDA TITLE (REQUESTED ACTION):**  
Approve equity adjustment for Assessment Office Manager

*8-12-10  
kind'd by  
Becky Crafts*

**REQUESTED TO AGENDIZE AS:**

**IF TIMED:**

Consent Agenda \_\_\_\_\_  
Information \_\_\_\_\_  
Attention \_\_\_\_\_  
Timed \_\_\_\_\_

( ) Public Hearing at: \_\_\_\_\_  
Copy of Public Notice Attached \_\_\_\_\_  
  
( ) Indicate Time Required \_\_\_\_\_

**STAFF REVIEW REQUIRED:**

CHECK BOX  
FOR ROUTING

Yes ( ) No ( ) County Counsel  
Yes ( ) No ( ) Auditor  
Yes ( ) No ( ) Personnel  
Yes ( ) No ( ) Data Processing  
Yes ( ) No ( ) Public Works/Facilities  
Yes ( ) No ( ) Other

APPROVED

REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
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**SPECIAL INSTRUCTIONS TO CLERK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAO Office Use Only:**

4/5's Vote Required: ( ) Yes ( ) No  
Change in Policy: ( ) Yes ( ) No  
Additional Personnel: ( ) Yes ( ) No

**CLERK OF THE BOARD'S USE ONLY:**

RECEIVED:

AGENDIZED FOR: \_\_\_\_\_

\_\_\_\_\_

Agenda Item No.: \_\_\_\_\_

By: \_\_\_\_\_

Consent Agenda .....

Information .....

Attention: .....

Timed At: \_\_\_\_\_

DEPARTMENT: Assessor-Recorder

BY: Becky Crafts  
PHONE: 966-2332

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve equity adjustment for Assessment Office Manager to reflect the salary range of an Office Technician II. The current range for the Assessment Office Manager 158 and current range of Office Technician II 161. The duties and responsibilities of the Assessment Office Manager have significantly increased due to State Law and available programs to better serve the public. This action will have no impact on my submitted budget I will have salary savings due to a retiring employee. (see attached letter)

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If not approved, a grievance will be filed for working out of class.

Financial Impact? ( ) Yes ( ) No	Current FY Cost:	Annual Recurring Cost:
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: _____		List Attachments, number pages consecutively
Additional Funding Needed: _____		_____
Source:		_____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
( ) General ( ) Other _____		_____

**CLERK'S USE ONLY:**

Res. No.: \_\_\_\_\_ Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
( ) Approved  
( ) Minute Order Attached ( ) No Action Necessary

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

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

\_\_\_\_\_ Requested Action Recommended  
\_\_\_\_\_ No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CAO: \_\_\_\_\_