

DEPARTMENT: Human Services/Social Services

BY: Jim Rydingsword, Director
PHONE: (209) 966-2000

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully requested that your Board approve a budget action within the Human Services Department Umbrella Unit to: 1) Fund a half time position to a full time position and 2) Fund the Office Technician to Office Technician II level. (313,480)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attachment.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please see attachment.

Financial Impact? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No <input checked="" type="checkbox"/> Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$13,480		Board Memo, Page 1
Source:		Intra Budget Transfer, Page 2
Internal Transfer <input checked="" type="checkbox"/>		
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.: SP-537 Ord. No. _____
 Vote - Ayes: 5 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:
 Salary savings exist because the Administrative Analyst position is currently vacant.

 CAO: *[Signature]*



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 99 • Mariposa, CA 95338 • (209) 966-2000 • Fax (209) 966-8251

□ Behavioral Health & Recovery □ Community Action □ Housing Authority □ Public Guardian/Conservator □ Social Services
JAMES A. RYDINGSWORD, DIRECTOR

November 7, 2007

TO: Members, Board of Supervisors
Rick Benson, CAO
FROM: Jim Rydingsword, Director *JWR*
RE: Sr. Office Assistant Position to Full Time

Recommendation

It is respectfully requested that your Board approve a budget action within the Human Services Department Umbrella Unit to: 1) Fund a half time position to a full time position and 2) Fund the Office Technician to Office Technician II level.

Background/Current Situation

The Sr. Office Assistant position in the Umbrella unit 0507 was changed from extra help to a permanent part time position in fiscal year 06/07. Since that time the tasks assigned to this position continue to increase based on demands on the department as a whole. Tasks such as contract preparation and processing, staffing for advisory boards and other tasks that were previously done within the units have now been placed in the umbrella. The transfer of tasks is based on how it benefits multiple units and staff vacancies within the units. The attached budget action form will fund the position at a full time level for the remainder of the fiscal year.

Additionally, the Office Technician position was recently promoted to Office Technician II. This promotion requires that additional funding be transferred to that budget line.

Financial

The Human Services budget unit 0507 is transferring \$13,480 from the line 001-0507-672.01-05 to the Office Assistant III line 001-0507-672.01-96 for \$6,292; Office Technician II line 001-0507-672.01-63 for \$3,006 and \$4,182 for associated benefits. There are no general fund dollars involved.

