DEPARTMENT: Human Services/Social Services

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.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attachment.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please see attachment.

Financial Impact? Yes ☒ No ☒ Current FY Cost: $
Budgeted In Current FY? Yes ☒ ( ) No ☒ Partially Funded
Amount in Budget: $13,480
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: _______
November 7, 2007

TO: Members, Board of Supervisors
    Rick Benson, CAO
FROM: Jim Rydingsword, Director
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.
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0507-672</td>
<td>0105</td>
<td>Administrative Analyst</td>
<td></td>
<td></td>
<td>$13,480</td>
</tr>
<tr>
<td>001</td>
<td>0507-672</td>
<td>0163</td>
<td>Office Technician I/II</td>
<td></td>
<td>$3,006</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0507-672</td>
<td>0196</td>
<td>Sr. Office Assistant</td>
<td></td>
<td>$8,292</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0507-672</td>
<td>03XX</td>
<td>Benefits</td>
<td></td>
<td>$4,162</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0104-414</td>
<td>1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**  
$13,480  
$13,480

## TRANSFER BETWEEN FUNDS

|  |  |  |  |  |  |

|  |  |  |  |  |  |

**TOTALS**  
$0  
$0

### ACTION REQUESTED:
( ) 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 appropriating Reserve for Contingencies;

( X ) 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:
Increase the allocation of a .5 PPT Sr. Office Assistant to Full Time and promote an Office Technician I to Office Technician II

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**CLERK**

**DATE 11-20-07  
11-27-07**

**HUMAN SERVICES ADMINISTRATION**

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 11/95