

DEPARTMENT: Personnel

BY: Rich Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt the Program Manager I job description prepared by Merit System Services (MSS), approve the use of the job title of Program Manager, and allocate the Program Manager classification to the Human Services Department in place of the Program Assistant classifications. The Program Assistant job title and description are outdated and MSS is phasing out this particular job description. The Program Manager description better describes the position than does the Program Assistant and staff of MSS has determined that it is a better fit. There is no change in salary as the overall job duties and level of responsibility have not changed.

(MSS is an agency that administers human resource services for the California State Personnel Board. The State Personnel Board requires conformity in positions that are state and federally funded. The Program Assistant is such a position.)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar actions in the past.

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: \$		
Source:		Job Description
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.: 05-363 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: _____

CAO: Rich