



MARIPOSA COUNTY

Assessor-Recorder • (209)966-2332



RESOLUTION - ACTION REQUESTED 2013-558

MEETING: December 17, 2013
TO: The Board of Supervisors
FROM: Becky Crafts, Assessor-Recorder
RE: Fill vacated position

RECOMMENDATION AND JUSTIFICATION:

Authorize the promotion of an Assessment Recording Clerk I to an Assessment Recording Clerk II effective January 1, 2014, and authorize an immediate recruitment to fill the Assessment Recording Clerk I position. An incumbent Assessment Recording Clerk II has given their notice of resignation effective at the end of calendar year 2013. An incumbent in the Assessment Recording Clerk I classification meets the minimum qualifications to be promoted to Assessment Recording Clerk II. This promotion will leave a vacant Assessment Recording Clerk I position which is a critical position for the department and it is important the position is filled. Both positions are fully funded and no budget adjustments are necessary.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously filled fully funded/budgeted vacant positions at the request of the Department Head.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:


If the position remains vacant the public would not be timely served because this would leave the department short-staffed.

FINANCIAL IMPACT:

Both positions are fully funded in the 2013-14 Budget and there will be no impact to the General Fund.

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrator

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: John Carrier, District V Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Lee Stetson, Janet Bibby, Kevin Cann, John Carrier

EXCUSED: Merlin Jones