

DEPARTMENT: Personnel

BY: Jeffrey G. Green

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Authorize temporary out-of-class pay to Barbara Carrier of the Public Works Department at step 2 of the Accountant I level (\$2,581/month) effective July 1, 2002. Barbara is currently at level 2 of the Accounting Technician III classification (\$2,360/month) and has been performing out-of-class duties since July 1. Public Works Director Jim Petropulos supports this action as evidenced in his memo dated September 3, 2002 which is included in this package. Salary savings from the unfilled Fiscal Officer position will be used to support this out-of-class action. This temporary assignment will continue until such time as the Fiscal Officer position is filled and a recommendation is made as to what level the position should be working to better fit the needs of the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action. The Board has approved similar requests in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Do not approve, however, if not approved, this would be in violation of Article 11 "Reclassification and Out-of-Class Work" of the SEIU MOU.

COSTS: (x) Not Applicable

A. Budgeted current FY	\$ _____
B. Total anticipated costs	\$ _____
C. Required additional funding	\$ _____
D. Internal transfers	\$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Jim Petropulos memo of September 3, 2002

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for Contingencies, if approved: \$	_____

CLERK'S USE ONLY:

Res. No.: 02-371 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

- _____ Recommended
- _____ Not Recommended
- _____ For Policy Determination
- _____ Submitted with Comment
- _____ Returned for Further Action

Comment: _____

C.A.O. Initials: JG

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 of MARIPOSA

4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356

DEPARTMENT OF PUBLIC WORKS

Divisions of:

- Design & Construction
- Administration
- Operations

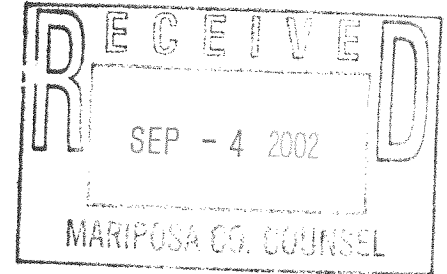


September 3, 2002


James J. Petropulos

Director

M E M O



TO: Jeff G. Green, County Counsel

FROM:  James J. Petropulos, Public Works Director

SUBJECT: Job Duties Related to Accountant I Job Description

Based on our conversation, with Marty taking on more duties of the Safety Officer position on a daily basis, we need a higher level of support for the Fiscal Officer position on a temporary basis. While Marty does continue to perform his duties as a Fiscal Officer, we need an Accountant I to assist him on a temporary basis to perform at a higher level of support. With that, I am requesting approval from the Board of Supervisors to work Barbara Carrier out-of-class in an Accountant I position on a temporary basis until the new Fiscal Officer is hired for our department.

The Fiscal Officer position is the executive position of the fiscal series and the Accountant I position takes care of the accounting aspect. It is the responsibility of the Fiscal Officer to recommend policy, draft and finalize agenda items, meet with Division Heads, and meet with Dana and myself and to handle highly complex administrative tasks. The Accountant I position is responsible for performing accounting and auditing work, prepare a variety of complex financial and statistical reports, research and compile budget information in preparation of the budgeting process. The Fiscal Officer position ensures fiscal integrity, fiscal control and has accountability for the fiscal operations of the department, while the Accountant I position advises and provides the information to help the Fiscal Officer do the job.

In general, the Accountant I is under the direction of the Fiscal Officer. The Fiscal Officer deals with the Department Heads, Elected Officials, and State and Federal Government, while the Accountant I provides support services by making the complex calculation and recommendations. The Accountant I does the analysis work, while the Fiscal Officer recommends policy. With the additional safety functions placed on Marty, a higher level fiscal person to assist him on a temporary basis is needed to accomplish the required fiscal tasks.

Thank you for your assistance in this matter.

ro'r



COUNTY of MARIPOSA

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

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DISTRICT III
DISTRICT I
DISTRICT II
DISTRICT IV
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, Interim Personnel Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Temporary Out-of-Class Pay to Barbara Carrier at Public Works
Resolution No. 02-371

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 1, 2002

ACTION AND VOTE:

4:26 p.m. Authorize a Temporary Out-of Class Pay to Barbara Carrier of the Public Works Department at Step 2 of the Accountant I Level (\$2,581/month) Effective July 1, 2002 (Personnel)

BOARD ACTION: Discussion was held with Jeff Green, Interim Personnel Director, and he advised that the authorization for out-of-class pay is requested to continue until the Fiscal Officer position is filled and the matter is reviewed to determine whether this level will be needed on a long-term basis. (M)Pickard, (S)Balmain, Res. 02-371 was adopted/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
Jim Petropulos, Public Works Director
Mary Hodson, Administrative Analyst
File