

DEPARTMENT: Child Support Services

By: Marita Green

PHONE: 966-3400

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

It is recommended that the Board of Supervisors adopt a resolution authorizing the Department of Child Support Services to overfill one Child Support Specialist position as the incumbent will be retiring January 4, 2003. This is a critical position and it is imperative that adequate training time is in place prior to the incumbent's retiring. Overfilling this position will ensure the continuation of activities associated with maintaining a caseload.

There will be no impact on the budget as the department will be using salary saving from another salary line item to fund the overfill. *Approve budget action transferring funds within the Child Support Services budget unit (\$2,386)*

*The over-hire will be effective Dec. 1, 2002 - Jan. 4, 2003*

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has previously authorized overfilling of positions in this Department and others.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- 1) Approve
- 2) Provide alternative direction

**COSTS:** (X) Not Applicable

A. Budgeted current FY	\$	_____
B. Total anticipated costs	\$	_____
C. Required additional funding	\$	_____
D. Internal transfers	\$	<u>\$2,386</u>

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

Budget Action

**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.: 02-415 Ord. No. \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved  Denied  
 Minute Order Attached  No Action Necessary

**COUNTY 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: MMG

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

## BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0207	515-0113	Child Support Attorney			2,386
001	0207	515-0159	Child Support Specialist		2,386	
0001	0104	414-1090	GENERAL CONTINGENCY			
				<b>TOTAL</b>	<b>2,386</b>	<b>2,386</b>
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTALS</b>					<b>2,386</b>	<b>2,386</b>

**ACTION REQUESTED:** (Check all that apply)  
 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 transferring appropriation from Contingencies  
 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:**  
 Transfer funds from one salary line item to another so that salary of over-filled position will be paid correctly.

**DEPT. HEAD SIGNATURE** *Marita Green* **DATE** *10/15/02*  
**APPROVED BY RES. NO.** *02-415* **CLERK** *hmd* **DATE** *1/18/02*

*CHILD SUPPORT SERVICES*

<b>AUDITOR'S USE ONLY</b> BA #
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# COUNTY of MARIPOSA

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

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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JEFF GREEN, Interim Personnel Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Information Relative to Pending Retirements and Vacancies  
Resolution No. 02-415

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 18, 2002

#### ACTION AND VOTE:

Consent Agenda item 1 – Supervisor Reilly suggested that information be provided relative to the pending retirements and vacancies occurring in the departments so that there can be preparation to avoid lapse in service. (M)Reilly, (S)Pickard, item 1 was approved. Further discussion was held relative to obtaining information on pending vacancies. The Board concurred with requesting that Personnel provide information on pending retirements and planned vacancies. Ayes: Unanimous.

CA-1 Authorize the Child Support Services Director to Overfill a Child Support Specialist Position and Approve the Budget Action Transferring Within the Child Support Services Budget Unit (\$2,386) (Child Support Services); Res. 02-415

cc: Ken Hawkins, Auditor  
Sandi Laird, Personnel  
File