

DEPARTMENT: Personnel

By: Jeffrey G. Green

PHONE: 209/966-3222

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

Authorize the District Attorney's Office to overfill the Legal Secretary position in the Family Support Division as the incumbent Legal Secretary will be retiring on July 6, 2001. This is a critical position in Family Support and it is imperative that adequate training time is in place prior to the incumbent's retiring. Overfilling this position will ensure the continuity of processing the complex legal documents and other processes performed by the incumbent. There is no impact on the budget as the department will be using salary savings from the vacant Office Assistant II position to fund the overfill.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously authorized overfills for other departments.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt this action as proposed.
- Amend this action as the Board desires and adopt.
- Do not approve this action. A negative action would result in loss of continuity in a key position within this department.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ 2,217 _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: Salary savings _____

Balance in Reserve for Contingencies, if approved: \$ _____

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

Budget Action Form.

CLERK'S USE ONLY:

Res. No.: 01-142 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Parker Abstained: _____

() Approved () Denied

() 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

A.O. Initials: EGD

