

DEPARTMENT: District Attorney BY: Chris Johnson PHONE: 966-3626

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

Resolution transferring \$2,000 from salary line item (Deputy District Attorney) 001-0212-517.01-14 to publication/legal notice line item 001-0212-517.04-29, utilizing salary savings for anticipated advertising costs associated with vacant Deputy District Attorney position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please be advised that said position was initially recruited for during the period of June 19, 1998, through July 17, 1998, resulting in an extremely low number of applicants. Therefore, the recruitment process has been reopened and will close on August 31, 1998. In an effort to increase applicant awareness, it is respectfully requested that salary savings created by vacancy be utilized for additional advertising costs. It is anticipated that position will be advertised for one week in the Daily Journal (San Francisco and Los Angeles), a publication received by the legal profession for both Southern and Northern California. The Personnel Director has reviewed said request and recommends Daily Journal advertising.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action will result in the following:

- a. Funding will not be available for additional advertising;
- b. Without additional advertising, response to recruitment process may remain low; and
- c. Applicant appointment will be limited and restricted (position responsibilities merit additional advertising and reopening of recruitment).

COSTS: () Not Applicable

A. Budgeted current FY	\$	_____
B. Total anticipated costs	\$	_____
C. Required additional funding	\$	_____
D. Internal transfers Salary Savings	\$	2,000

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues	\$	_____
B. Reserve for contingencies	\$	_____
C. Source description:		_____

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

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

CLERK'S USE ONLY:

Res. No.: 99-315 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Pickens 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

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: Ch

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0212	517.01-14	DEPUTY DISTRICT ATTORNEY (PROJECT CODE DA-0003)		\$ 2,000
001	0212	517.04-29	PUBLICATIONS/LEGAL NOTICE (PROJECT CODE DA-0003)	\$ 2,000	
001	0104	414-1090	GENERAL CONTINGENCY		
TOTALS				\$ 2,000	\$ 2,000

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 appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION Utilizing salary savings for advertising vacant position announcement.

DEPT HEAD SIGNATURE *Clinton D. Johnson* DATE 7-31-98

APPROVED BY RES NO. 98-315 CLERK *hww* DATE 8-11-98

AUDITOR'S USE ONLY
BA #