

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution amending the Employee Allocation Schedule for the Treasurer-Tax Collector/County Clerk-Public Administrator Department by eliminating one Senior Office Assistant position (Range 84 - \$1,437-1,746 per month) and adding one Account Clerk II (Range 80 - \$1,408-1,712 per month).

This position was allocated by the Board at the time of consolidation of the County Clerk's Department with that of Treasurer-Tax Collector with the intent that it would provide staff support for County Clerk functions such as dealing with marriage licenses, fictitious business name statements, and passports as well as some of the work associated with voter registration and elections. The employee filling this position terminated in March, 1998, and the department has been unsuccessful in securing a replacement. The department head has reviewed the basic functions and responsibilities required and believes that they are more closely related to those of an account clerk rather than an office assistant. Further, because of the small size of the department, cross-training with the Treasurer-Tax Collector's side of the office is an on-going objective. Most of the work performed by the support staff for all functions requires some bookkeeping knowledge rather than clerical expertise.

The department requested this reallocation in its 1998-99 budget submittal and it has been recommended by the CAO. Because of the existing vacancy, it is deemed appropriate to make the change at this time. As indicated by the salary ranges above, a 2% salary savings will be realized by making this change. It is also believed that more operational efficiencies will occur by matching a more appropriate classification with the assigned work tasks.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board of Supervisors, as part of its final budget action, adopts the Employee Allocation Schedule - Detail on a County-wide basis. The Board may amend this schedule at any time during the fiscal year if they determine that a requirement exists to add, delete or reclassify any positions.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested amendment to the Employee Allocation Schedule. The department would continue to seek to fill the position at the currently allocated level of Senior Office Assistant.

COSTS: (X) Not Applicable
 A. Budgeted current FY \$ _____
 B. Total anticipated costs \$ _____
 C. Required additional funding \$ _____
 D. Internal transfers \$ _____

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.: 98-316 Ord. No. _____
 Vote - Ayes: _____ Noes: _____
 Absent: Pickard 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

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

Comment: _____

 A.O. Initials: Jh