

DEPARTMENT: Public Works BY: Michael D. Edwards PHONE: 209/966-5356

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

Adopt this resolution approving the addition of a 70% permanent part-time Maintenance Worker II--Facilities position to the Employee Allocation Schedule within the Department of Public Works, and allowing the Department Head to appoint the current extra-help employee to fill this position.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** By prior direction, the Board assigned operational oversight of the Mariposa/Yosemite Airport to Public Works. The budget established for maintenance-related functions at the airport has required a schedule of 1,404 hours per year. The requested 70% position represents 1,456 hours per year. The budget established for this work is sufficient to cover this requested new permanent part-time position, and no additional funds are being requested. The County currently restricts extra-help employees to a total of 860 hours per year, and with the approval of the Personnel Director, this total may be increased only to a maximum of 999 hours in any fiscal year period. Because of this limitation, it is necessary to hire at least two individuals to service the maintenance needs at the airport. Further, it is often very difficult to retain an individual for a substantial period of time once they have been trained, thereby causing an overall inefficient use of time by all staff involved in performing and monitoring maintenance requirements at the airport. The existing budget has sufficient monies available to move this extra-help work to a 70% permanent part-time position.

The EEOP provides for "APPOINTMENT OF CURRENT EXTRA-HELP EMPLOYEES TO FILL AN EXISTING VACANCY WITHIN A DEPARTMENT TO WHICH THEY ARE CURRENTLY ASSIGNED" under certain conditions, and it is believed that this request meets those circumstances. Because this request is for a 70% rather than a full-time position, it is considered extremely unlikely that it could be filled by hiring from within the County. The Personnel Office has determined that the current extra-help employee would be included within the top 10 candidates on the existing eligibility list that would otherwise be used to fill this vacancy.

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

Do not approve this request for a new 70% permanent part-time position. Airport operations would continue to be staffed with extra-help and the attendant inefficiencies of operation would be anticipated to continue because of the high turnover rate of trained personnel.

**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.: 97-102 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ 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: J

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

---

TO: MIKE EDWARDS, Public Works Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: 70% PERMANENT PART-TIME MAINTENANCE WORKER II;  
RES. 97-102

---

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on April 1, 1997

ACTION AND VOTE:

Mike Edwards, Public Works Director;

A) Resolution Approving 70% Permanent Part-Time Maintenance Worker II --  
Facilities Position and Allowing Appointment of Current Extra-Help Employee to Fill the  
Vacancy

**BOARD ACTION:** Following discussion, (M)Balmain, (S)Reilly, Res. 97-102 adopted  
approving request. Supervisor Parker requested that the matter be further reviewed  
during the budget process in context with the overall budget situation. Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Janet Hogan, County Administrative Officer  
Jeff Green, County Counsel  
File

*Nancy Kyle, Personnel*