

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

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

Resolution Approving Budgetary Transfer (\$2,156) From Legal Secretary Salary Line item 001-0212-517.01-96 to Extra-Help Salary Line Item 001-0212-517.02-01, Concerning an Extra-Help Temporary Emergency Hire.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On March 28, 1997, a legal secretary position became available within the Criminal Division of the District Attorney's Office. Therefore, it is necessary to transfer funds as referenced above, allowing a temporary emergency hire during the permanent employee recruitment process. It is anticipated that approximately ~~240~~ extra-help hours will be utilized, prior to filling the vacant permanent legal secretary position.

224  
mmw

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1) A negative action will significantly impact the Criminal Division's staff and workload.

<b>COSTS:</b> (X) Not Applicable A. Budgeted current FY \$ _____ B. Total anticipated costs \$ _____ C. Required additional funding \$ _____ D. Internal transfers \$ <u>2,156</u>	<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: _____ _____ _____ _____
<b>SOURCE:</b> ( ) 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.: 97-128 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: JH

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0212	517.01-96	SR. OFFICE ASSISTANT/ LEGAL SECRETARY		\$ 2,156
001	0212	517.02-01	EXTRA-HELP	\$ 2,156	
(**ABOVE-REFERENCED ACTIONS PERTAIN TO PROJECT CODE DA-0003)					
001	0104	414-1090	GENERAL CONTINGENCY		
				TOTALS	\$ 2,156 \$ 2,156

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;

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

JUSTIFICATION The above-referenced transfer will allow the utilization of an extra-help employee until the permanent legal secretary position can be filled.

DEPT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED BY RES NO. 92-128 CLERK hms DATE 4-15-97

AUDITOR'S USE ONLY  
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