DEPARTMENT: Board  BY: Mike Coffield  PHONE: 966-3222

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

Adopt this resolution transferring funds within the Board of Supervisors budget for extra help to cover behind an Office Assistant II position during an unscheduled medical leave.

The attached budget action form transfers salary savings from the Secretary position. The savings were accrued as a result of a vacancy in the position earlier this fiscal year. There is also a transfer of salary savings in the Office Assistance II position which will be accrued as a result of the unscheduled medical leave.

The requested action will fund extra help receptionist coverage for the Board of Supervisors, Clerk of the Board, Administration, County Counsel and Personnel functions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this request. The medical leave was unanticipated when the budget was adopted for this fiscal year.

Receptionist coverage is very important to the functions of this office to handle a high volume of telephone calls and walk-in traffic.

The extra help funds which were budgeted for the Board of Supervisors were for work study student assistance and have been expended for said purpose.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1) Approve as recommended.
2) Do not approve and provide direction for existing staff to handle receptionist coverage. Regular work duties and services would suffer.

COSTS:

A. Budgeted current FY $1,000
B. Total anticipated costs $3,144
C. Required additional funding $2,144
D. Internal transfers $2,144

SOURCE:

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.: 96-120  Ord. No.

Vot.:  Ayes: Nays:  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: ______________________________

ATTACH: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By:  Deputy

COUNTY ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:  

Recommended  Not Recommended

For Policy Determination  Submitted with Comment

Returned for Further Action  

Comment:

C.A.O. Initials:  

Action Form Revised 8/95
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**TOTALS**

**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;

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

**JUSTIFICATION**

To fund extra help coverage behind an Office Assistant II position during an unscheduled medical leave

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 96-129  CLERK

**DATE** 11/96

**AUDITOR'S USE ONLY**

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