

DEPARTMENT: DISTRICT ATTORNEY BY: W. W. TURKINGTON PHONE: 966-3400

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

It is recommended that the Board approve the filling of the vacant positions in the District Attorney's Office prior to the adoption of the 1994/95 budget as outlined in the attached memo.

The resignation of the Account Clerk II due to her internal promotion to Accounting Tech I left a vacancy in the Family Support Division. This is a daily-task position, and it is urgent that it be filled as soon as possible for the smoothe operation of the accounting function of this Division.

The Legal Secretary in the Criminal Division resigned on July 25 with an effective date of August 5. However, with vacation credits, she will leave the office on August 1. This position is vital to the operation of the Criminal Division, and it is felt an internal promotion of the Sr. Office Assistant is in order, pending approval by the Personnel Department. It is requested that the Department be allowed to fill the Sr. Office Assistant vacancy immediately because of the need. BACKGROUND AND HISTORY OF BOARD ACTIONS: in that Division.

The Board has given instruction to Department Heads to request permission to fill vacancies prior to adoption of the Budget and that consideration would be given on a case-by-case presentation.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A backlog of work will be incurred on a daily basis.

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.: 94-321 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: W



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF MARIPOSA

GEORGE W. GRIFFITH
District Attorney

SUE LINCOLN
Administrative Assistant

Family Support Division
WILLIAM W. TURKINGTON
Deputy District Attorney

Criminal Division
FRANCIS W. McNALLY
Deputy District Attorney

August 1, 1994

MEMORANDUM

TO: Board of Supervisors
FROM: George W. Griffith, District Attorney *by W. Turkington*
RE: Request to Fill Vacancies

It is hereby requested, based on the Board's recent action, that this office be allowed to fill the below-listed vacant positions within the Criminal and Family Support Divisions within the District Attorney's Office prior to adoption of the final budget. These positions are vital to the operation of the two divisions of this office. Your consideration of the immediate filling of these positions will be greatly appreciated.

CRIMINAL DIVISION

1. Upon two-week notice and resignation of current Legal Secretary effective August 5, 1994, internal promotion of Sr. Office Assistant to Legal Secretary.
2. Fill Sr. Office Assistant position from current list.

This is a clerical position that is responsible for all paperwork that comes into the Criminal Division. It is urgent that immediate replacement be made in order to facilitate the orderly conduct of business.

FAMILY SUPPORT DIVISION

1. Fill Account Clerk II Position from Current List

The employee in this accounting position is responsible for daily records, deposits, and many other daily tasks that are required for the proper handling of money and accounting procedures required in the Family Support Division.

MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: GEORGE GRIFFITH, DISTRICT ATTORNEY
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*
SUBJECT: WAIVER OF HIRING FREEZE

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on August 2, 1994

ACTION AND VOTE:

10:05 a.m. George Griffith, District Attorney;
Resolution Authorizing the District Attorney's Office to Fill the
Following Positions Prior to Adoption of Final Budget for
1994/95: Criminal Division - Legal Secretary (by Internal
Promotion), Senior Office Assistant (From Current List); Family
Support Division - Account Clerk II (From Current List)
BOARD ACTION: Following discussion with George Griffith,
(M)Parker, (S)Taber, Res. 94-321 adopted approving the following:
1) filling the legal secretary position, and senior office
assistant position, to fulfill the OCJP grant requirements; and
2) Account Clerk II position to be filled with extra help pending
adoption of the final budget/Ayes: Unanimous.

cc: Mike Coffield, County Administrative Officer
Ken Hawkins, Auditor
Jeff Green, County Counsel
District Attorney - Family Support Division
Personnel
File