

DEPARTMENT: Probation

BY: James W. Moffett

PHONE: 966-3612

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

Minute Order approving Probation Departments request to fill a vacant Senior Office Assistant position, effective 7/15/94. The Probation Department has two full time clerical positions of Senior Office Assistant. One of these positions is shared by two part-time employees. The open position is responsible for the bookkeeping/collections function within the office. This position has been vacant since 6/24/94. Filling the position will allow for enhanced collections. We anticipate filling the position with an employee from the County Clerk's office.

Additionally, request Minute Order approving request to add four additional employees to the on-call, part-time list for Juvenile Supervisor in the Juvenile Hall. The list has been depleted by individuals accepting full time employment elsewhere. A pool of available staff is necessary to cover the shifts needed to supervise detainees.

Adequate funds are available within the proposed 94/95 budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Senior Office Assistant positions have been approved in the last four Probation budgets.

The on-call Juvenile Supervisors have staffed the Juvenile Hall, on an as needed basis, since the facilities opening.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Bookkeeping/Collections work will continue to fall behind. Collections efforts will not increase and collections would have to be transferred to the Courts.

Juvenile Hall inmates would have to be transported to contracting counties at increased cost.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ -0-

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.: 94-333 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: _____ Abstained: _____

Approved: _____ () Denied _____

(X) 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: JM

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM MOFFETT, CHIEF PROBATION OFFICER

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD 

SUBJECT: REQUEST TO FILL VACANT POSITIONS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 9, 1994

ACTION AND VOTE:

11:18 a.m. Jim Moffett, Chief Probation Officer;
Resolution Approving Request to Fill Vacant Position of Senior
Office Assistant and Request to Add Four Additional Employees to
the On-Call, Part-Time List for Juvenile Supervisor
BOARD ACTION: Discussion was held with Jim Moffett. (M)Balmain,
(S)Erickson, Res. 94-333 adopted approving request, with
direction that Probation explore the possibility of sharing the
employee that will fill the senior office assistant position with
the County Clerk to minimize the impact the transfer will have on
the Clerk's Office/Ayes: Balmain, Erickson, Parker, Taber;
Excused: Baggett.

cc: Jeff Green, County Counsel
Mike Coffield, County Administrative Officer
Lynne Robinson, County Clerk
Ken Hawkins, Auditor
Personnel
File