

DEPARTMENT: DISTRICT ATTORNEY BY: G. GRIFFITH PHONE: 966-3626

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

It is recommended that the Board approve the filling of the vacant Account Clerk II position in the Family Support Division prior to the adoption of the final budget as outlined in the attached memo.

The emergency medical leave of the Accounting Tech I has caused an urgent need to fill the vacant position and give some time for training prior to the Accounting Tech's departure. These two positions are the only accounting positions in the office to take care of all collections, deposits, disbursements and reporting that are all daily tasks.

The Accounting Tech's position can be filled during her absence by a qualified extra help employee, however, it would be counterproductive to fill both full time positions with extra help employees, as the time spent on the necessary training would be lost.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

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

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Accounting requirements will not be met in a necessarily timely fashion.

<p><b>COSTS:</b> ( <u>X</u> Not Applicable )</p> <p>A. Budgeted current FY \$ _____</p> <p>B. Total anticipated costs \$ _____</p> <p>C. Required additional funding \$ _____</p> <p>D. Internal transfers \$ _____</p> <p><b>SOURCE:</b> ( ) 4/5ths Vote Required</p> <p>A. Unanticipated revenues \$ _____</p> <p>B. Reserve for contingencies \$ _____</p> <p>C. Source description: _____</p> <p>Balance in Reserve for Contingencies, if approved: \$ _____</p>	<p><b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**CLERK'S USE ONLY:**

Res. No.: 94-386 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. Griffith



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 30, 1994

MEMORANDUM

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

Since the Board's decision of August 2, 1994, that the filling of the vacant Account Clerk II position in the Family Support Division should wait until the final budget has been approved, we have received word that the Accounting Tech I, who is the only other accounting employee in the office, is scheduled for surgery and will be off on medical leave for six weeks, beginning October 11, 1994.

As both of these positions are critical to the daily accounting function in the Family Support Division, it is respectfully requested that reconsideration be given to the request to fill the Account Clerk II position as soon as possible so that some vital training can take place by the Accounting Tech before she goes on medical leave. The Accounting Tech position can then be filled by a qualified extra help employee during this medical absence.

Your reconsideration of this emergency request will be appreciated.