



MARIPOSA COUNTY

Human Services • (209) 966-2000



RESOLUTION - ACTION REQUESTED 2013-29

MEETING: February 5, 2013

TO: The Board of Supervisors

FROM: Jim Rydingsword, Human Services Director

RE: Approve an Additional Office Technician FTE and the Elimination of One Senior Office Assistant FTE

RECOMMENDATION AND JUSTIFICATION:

Approve the Additional Allocation of One Full Time Office Technician I Position in the Social Services Budget Effective Immediately; Authorize the Department to Recruit and Fill This Position by Way of Promotion; Unallocate One Full Time Senior Office Assistant Allocation in the Social Services Budget Effective with the Appointment of the New Office Technician I; Approve Budget Action Transferring Funding Within the Social Services Budget to Account for the Change in Allocations (\$14,018).

The Human Services Department relocated into a single building in June of 2011. At that time, all clerical functions were consolidated into a single unit, the Office Support Unit (OSU). This created a single unit with sixteen employees. Functionally, the span of control has proven to be too large. At this time, Human Services would like to have two smaller units under the OSU with two Office Technician I positions overseeing each unit respectively. This can be accomplished by adding an Office Technician I and promoting a current staff member into the position. The new allocation will be a Merit System Services (MSS) position, and therefore, a promotional recruitment only within the department is required under MSS rules. Organizational charts showing the current OSU configuration and the proposed configuration are attached. Increased costs will be approximately \$350 per month. There will be no impact to the County's General Fund to accommodate this cost increase.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved requested changes in personnel allocations in the past.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Human Services Office Support Unit (OSU) provides support to the Human Services Social Services and Behavioral Health and Recovery Services Divisions. Approving this item would allow Office Technicians to supervise staff that would support each of these Divisions. If this item is not approved, the Human Services OSU would remain as a large unit with a span of control not consistent with effective administration.

FINANCIAL IMPACT:

Transfer to account 001-0501-661-0163 (Office Technician) in the amount of \$14,018.00; and Transfer from account 001-0501-661-0196 (Sr. Office Assistant) in the amount of \$12,755.00; and Transfer from account 001-0501-661-0406 (Communications) in the amount of \$1,263.00

02/05/13	001-0501-661-0163 · Office Technician	\$14,018.00
02/05/13	001-0501-661-0406 · Communications	(\$1,263.00)
02/05/13	001-0501-661-0196 · Sr. Office Assistant	(\$12,755.00)
Total: \$0.00		

ATTACHMENTS:

BA Sr OA to OT 01-10-13 - Budget Action (PDF)
Human Services OSU Current Org Chart 1-15-2013 (PDF)
Human Services OSU Proposed Org Chart 1-15-2013 (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrator/Office

RESULT: ADOPTED [UNANIMOUS]

MOVER: John Carrier, District V Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Janet Bibby, Kevin Cann, John Carrier, Merlin Jones

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0501	661.0163	Office Technician		14,018	
001	0501	661.0196	Sr. Office Assistant			12,755
001	0501	661.0406	Communications			1,263
TOTALS					14,018	14,018

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					0	0

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 transferring appropriation from Contingencies

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 requested position change.

DEPT HEAD SIGNATURE	DATE 1/10/2013
APPROVED BY RES NO. <u>13-29</u> CLERK <u>Gene LaRoch</u>	DATE <u>2-21-13</u>
DEPARTMENT <u>Human Services</u>	AUDITOR'S USE ONLY BA #
Budget Revision Form Revis	