



MARIPOSA COUNTY

Auditor • (209)966-7606



RESOLUTION - ACTION REQUESTED 2013-63

MEETING: February 26, 2013

TO: The Board of Supervisors

FROM: Bill Davis, Auditor

RE: Authorize an Overfill of the Accountant II-Auditor Position

RECOMMENDATION AND JUSTIFICATION: Authorize the Auditor to overfill the Accountant II-Auditor position for six weeks for training purposes as the incumbent is retiring effective May 1, 2013; authorize recruitment for the position; approve budget action reducing the General Fund Contingency and increasing appropriations in the Auditor salaries budget to accommodate the overfill (4/5 vote required). The overfill will require approximately \$7,500 from Contingency for the six week period.

This position is the most critical position in the Auditor Department after the Assistant Auditor. The loss of the incumbent will have significant negative impact on the Auditor's office. This is a thirty year employee whose technical knowledge forms the base of one the major functions of the Auditor's office. Not filling this position before the incumbent retires, thus allowing for some transfer of knowledge, will result in the loss of this knowledge with a resultant reduction in the capabilities of the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per current policy, the Board of Supervisors must approve the overfilling of positions and filling of vacant positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board may decline to approve hiring a replacement. Not being able to hire a replacement Accountant II Auditor will leave the Auditor's office short of a critically needed position.

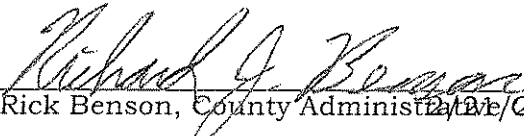
The Board may approve hiring a replacement but without an overfill period. Hiring a new Accountant II Auditor with no overfill period will mean that the replacement will have no opportunity to receive training from the retiring incumbent.

ATTACHMENTS:

BA Auditor Overfill (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrator/Office

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Stetson, Bibby, Cann, Carrier, Jones

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0104	414-1009				7,500
001	0107	421-0137			7,500	
TOTALS					7,500	7,500

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT

ACTION REQUESTED: (Check all that apply)

- (X) 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 allow overfill of Accountant II/Auditors position due to retirement of existing employee.

DEPT HEAD SIGNATURE <i>William E. Davis</i>	DATE <i>2/28/13</i>
APPROVED BY RES NO. <i>13-63</i>	CLERK <i>[Signature]</i> DATE <i>2-28-13</i>
DEPARTMENT	AUDITOR'S USE ONLY BA #