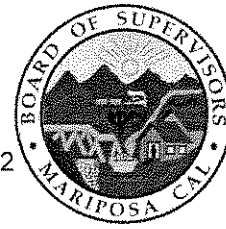




# MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



## RESOLUTION - ACTION REQUESTED 2013-372

MEETING: September 3, 2013

TO: The Board of Supervisors

**MINUTE ORDER ATTACHED**

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Reclassification-Office Assistant II to a Senior Office Assistant & Budget Action

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### RECOMMENDATION AND JUSTIFICATION:

Approve the reclassification of an Office Assistant II classification in the Human Services Administration Budget to an Office Assistant III and approve the use of the County's title of Senior Office Assistant for the reclassified position effective September 1, 2013; Approve budget action transferring funds within the Human Services Administration Budget to accommodate the reclassification. The Office Assistant II classification is a Merit Systems Service (MSS)\* class. MSS was asked to determine the appropriate classification based on the job duties and responsibilities that were submitted by the incumbent in the position. After considering all pertinent information, MSS determined that the Office Assistant II should be reclassified to an Office Assistant III. Because of the lead duties that are being performed by the incumbent, MSS believes it is appropriate to reclassify this position.

The County's title for this particular classification is Senior Office Assistant. It is further requested that the Board approve the County's title of Senior Office Assistant in place of the MSS title of Office Assistant III.

Additionally, approve the Budget Action form transferring funds to accommodate the higher salary. There will be no General Fund dollars used for this request.

(\*MSS is an agency that administers human resource services for the California State Personnel Board. The State Personnel Board requires conformity in positions that are State and federally funded. The Office Assistant II in the Human Services Department falls in this category.)

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar actions in the past

### ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

MSS has made the determination that the position should be reclassified and the Board is required to ratify their determination.

## Resolution - Action Requested 2013-372

### FINANCIAL IMPACT:


Transfer from account 001-0507-672-0199 (Office Assistant II) in the amount of \$9,437; transfer from account 001-0507-672-1090 (Contingency) in the amount of \$16,070; and transfer to account 001-0507-672-0196 (Senior Office Assistant) in the amount of \$25,507.

### ATTACHMENTS:

Reclass - Sr OA budget action (PDF)

### CAO RECOMMENDATION

Requested Action Recommended

  
Rick Benson, County Administrator

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Merlin Jones, District II Supervisor

**SECONDER:** John Carrier, District V Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

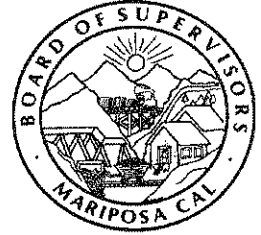


# COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

LEE STETSON, CHAIR  
KEVIN CANN, VICE-CHAIR  
JANET BIBBY  
MERLIN JONES  
JOHN CARRIER

DISTRICT I  
DISTRICT IV  
DISTRICT III  
DISTRICT II  
DISTRICT V




## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JIM RYDINGSWORD, Human Services Director

FROM: RENE' LaROCHE, Clerk of the Board 

SUBJECT: Approve the Reclassification of an Office Assistant II Classification in the Human Services Administration Budget to an Office Assistant III and Approve the Use of the County's Title of Senior Office Assistant for the Reclassed Position, Effective September 1, 2013; Approve the Budget Action Form Transferring Funds Within the Human Services Administration Budget to Accommodate the Reclassification 4/5ths Vote Required

RES. 13-372

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 3, 2012

ACTION AND VOTE:

**CA9. Human Resources/Risk Management RES-2013-372**

Approve the Reclassification of an Office Assistant II Classification in the Human Services Administration Budget to an Office Assistant III and Approve the Use of the County's Title of Senior Office Assistant for the Reclassed Position, Effective September 1, 2013; Approve the Budget Action Form Transferring Funds Within the Human Services Administration Budget to Accommodate the Reclassification 4/5ths Vote Required

Supervisor Bibby noted that the agenda shows CA9 requires a 4/5ths vote, while the budget action attached to the item shows 3/5ths; and requested that the budget action form be corrected.

Cc: Bill Davis, Auditor  
File

