

MARIPOSA COUNTY

Probation • (209) 966 3612



RESOLUTION - ACTION REQUESTED 2014-391

MEETING: August 5, 2014

TO: The Board of Supervisors

FROM: Pete Judy, Chief Probation Officer

RE: Change the Effective Date of Adding and Filling Administrative Assistant-Probation Position

RECOMMENDATION AND JUSTIFICATION:

Change the effective date of allocating and filling the Administrative Assistant-Probation position from September 15, 2014, to be effective immediately. On June 17, 2014, the Board approved a reorganization of the Probation Department which included creating a new classification of Administrative Assistant-Probation and allocated this position to the Probation Budget effective September 15, 2014. This effective date coincided with the retirement of an employee who is partly responsible for assisting with the department budget units. The department's backup employee for assisting with those functions retired on July 31, 2014.

Authorizing the department to fill the Administrative Assistant position as soon as possible will allow training time with the only employee familiar with department budget tracking, analysis, history, and preparation. These are critical responsibilities to insure the department remains on track.

There will be no impact to the department budget as there will be sufficient salary savings between the two positions to offset the cost.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar requests.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

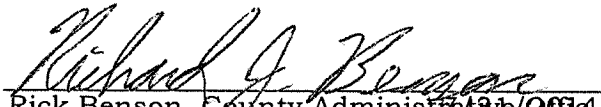
The department could request assistance from other county departments in training of the new employee, however the unique nature and the historical background of various budgets within the department would be unfamiliar to those employees.

FINANCIAL IMPACT:

Due to salary savings there is no impact to the General Fund or any of the department's budgets.

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrator/Office

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier