



MARIPOSA COUNTY

Human Services • (209) 966-2000



RESOLUTION - ACTION REQUESTED 2014-388

MEETING: August 5, 2014

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Authorize Allocation Change and Promotion to a Vacant Office Technician I Position in Human Scvs

RECOMMENDATION AND JUSTIFICATION:

Reduce the Allocation of a Currently Vacant Full-Time Office Technician I Position in the Human Services Administration Budget to 80% Permanent Part-Time and Authorize the Promotion of an Employee into the 80% Permanent Part-Time Position Effective August 6, 2014.

The vacancy exists because the incumbent Office Technician I was promoted to a System Support Analyst effective August 1, 2014. The Office Technician I position will now be supporting the Office Technician II and the Director of Human Services. Previously, the Office Technician I was support staff in the Information Technology unit. This position will transition with new job duties and there is a possibility that the position will need to be increased to 100% at a later date. The department will determine if this will be necessary depending on whether the workload increases.

There are budgeted funds in fiscal year 2014-2015 to cover this request and no County General Fund dollars will be needed. Funds are available in the Human Services Administration Budget in the event it is determined necessary to increase this position back to 100%.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors have approved the filling of vacant positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:


If the Office Technician position is not filled, a vital position would be left vacant which could negatively impact the performance of the Office Support Staff of the Human Services Department.

FINANCIAL IMPACT:

This position is fully funded in the fiscal year 2014-2015 budget. There is no financial impact to the County General fund.

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