

MARIPOSA COUNTY

Planning · 209-966-5151



RESOLUTION - ACTION REQUESTED 2014-463

MEETING: September 9, 2014

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Authorize the Filling & Overfill of a Position in the Planning Department

RECOMMENDATION AND JUSTIFICATION:

Authorize the overfilling of one Secretary position in the Planning Department effective immediately to allow for training as the incumbent Secretary is retiring effective October 31, 2014. The Planning Department is requesting an immediate recruitment in order to acquire an employee prior to the retirement of the current employee to allow a short time period for training. It is anticipated that one to two weeks of training time will be sufficient, assuming there is a Planning Commission meeting during the training period.

The Secretary position is crucial to daily office operations and overall support of not only the Planning Department but also the Planning Commission. There are multiple computer programs used in the office, including fairly complicated programs to enter and track planning applications (THE) and to set up the packet and run a Planning Commission meeting (MinuteTraQ). It is assumed that the new employee will not be from an in-county list (someone who might already be familiar with the programs used).

The current Secretary position is a full time position funded for Fiscal Year 2014-2015 at Step 5.

There are funds available for a short time overfill of the position during transition through Extra-Help budgeted funds, or from salary savings assuming the new employee will be hired at Step 1. Any necessary budget adjustments will be done during the Mid-Year review.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Current policy requires the Board of Supervisors to approve the filling of vacant positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

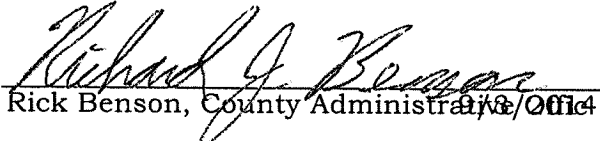
By not filling the Secretary position, the primary clerical support for both the Planning Department and the Planning Commission would be compromised. The front counter support to the general public and clerical support to the Historic Sites and Records Preservation Commission would also be impacted.

FINANCIAL IMPACT:

There are budgeted funds to cover this request, including covering any short time overflow of the position and no additional County General Fund dollars will be needed.

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Officer

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier