

DEPARTMENT: COUNTY CLERK

BY: Marjorie J. Wass
PHONE: 209-966-2007

RECOMMENDED ACTION AND JUSTIFICATION:

Request transfer of funds from Elections Clerk II salary savings to Extra Help line item in County Clerk budget in order to have the ability to use Extra-Help as the Elections Clerk II incumbent retires on January 31, 2003. With only two positions in the County Clerk/Elections Department and one of those positions being vacant at the time of this action, there is a need to cover the retiree's vacancy with extra help. A recruitment to fill the vacancy is currently ongoing with an application deadline of February 6, 2003. Using extra-help will allow coverage during the final stages of the recruitment as well as the interview and eventual hiring process.

It is estimated that three weeks of extra help assistance at the Account Clerk I level will be needed before the Elections Clerk position can be filled; the cost to fund extra-help is \$1,230.00. As previously mentioned, funding will come from the Elections Clerk II salary savings.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board has previously approved transfer of funds.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

There would be a staffing shortage, creating a hardship on the County Clerk/Elections Department.

Financial Impact? <input checked="" type="checkbox"/> Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes <input checked="" type="checkbox"/> No () Partially Funded		
Amount in Budget: \$ <u>0</u>		List Attachments, number pages consecutively
Additional Funding Needed: \$ <u>1,230</u>		Budget Action Form
Source:		
Internal Transfer <u>X</u>		
Unanticipated Revenue _____	4/5's vote	
Transfer Between Funds _____	4/5's vote	
Contingency _____	4/5's vote	
() General () Other _____		

CLERK'S USE ONLY:

Res. No.: 03-47 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
 Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

_____ Requested Action Recommended
_____ No Opinion
Comments:

CAO: [Signature]

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0121-453	01-84	Elections Clerk I/II			1230
001	0121-453	02-01	Extra Help		1230	
001	0104	414-1090	GENERAL CONTINGENCY			
TOTALS					1230	1230

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS						

ACTION REQUESTED: (Check all that apply)

- 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 Transfer salary savings to extra help to cover vacancy left by retirement.

DEPT HEAD SIGNATURE *Marjorie J. Wass* DATE 1/24/03
 APPROVED BY RES NO. 03-47 CLERK *mw* DATE 2-4-03

DEPARTMENT County Clerk / Elections AUDITOR'S USE ONLY
BA #