



MARIPOSA COUNTY

Human Services • (209) 966-2000



RESOLUTION - ACTION REQUESTED 2014-597

MEETING: November 25, 2014

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Authorize Human Services to Add a New Classification of Deputy of Administrative Services

RECOMMENDATION AND JUSTIFICATION:

Authorize the Human Services Department to Work with the Human Resources/Risk Management Department on Developing a New Classification of a Deputy Director of Administrative Services. Due to restructuring within the Human Services Department it has been determined that a Deputy Director of Administrative Services classification would enable the department to better meet administrative requirements. This will involve creating a new job description and Human Resources staff is willing to assist Human Services in developing this classification.

With the vacancy of the Human Resources Director/Risk Manager, the Board gave direction to defer new classifications, reclassification, and reorganizations. These require a significant amount of staff time because of the analysis required in considering these proposed requests. However, staff in Human Resources believes that the workload involving this new classification will not cause a significant increase in the existing workload.

The new classification will be brought back to the Board of Supervisors at a later date for review and approval. At that time, the Board will also be asked to approve the salary range, allocate this position to the appropriate budget, and any necessary budget actions to accommodate the position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On October 21, 2014, the Board authorized the Human Resources/Risk Management staff to work with the Human Services Department on developing a new classification of Assistant Human Services Director.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The department would continue to rely on existing management staff to manage these administrative requirements which has been problematic in certain instances.

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, Interim CAO 11/19/2014

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Janet Bibby, District III Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier