

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 5-2-00
AGENDA ITEM NO.: 10
PHONE: 966-3222

DEPARTMENT: Personnel

BY: Jeff Green

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No)

- A. Accept resignation of Janet Hogan from the position of County Administrative Officer effective June 30, 2000;
- B. Authorize the Personnel Department to initiate a recruitment to fill the position.

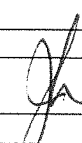
Ms. Hogan has accepted the County Administrative Officer position with Tulare County.

The class specification for the position is adequate and needs no revisions. It is recommended the recruitment be at the current salary level.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS: (<input checked="" type="checkbox"/>) Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$ SOURCE: () 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____	SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: _____ _____ _____ _____ _____ _____ _____ _____
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CLERKS USE ONLY: Res. No. <u>00-157</u> Ord. No. _____ Vote - Ayes: _____ Noes: _____ Absent: _____ Abstained: _____ () Approved () Denied <input checked="" type="checkbox"/> 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	ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: <input checked="" type="checkbox"/> Recommended _____ Not Recommended _____ For Policy Determination _____ Submitted with Comment _____ Returned for Further Action Comment: _____ _____ _____ CAO's Initials: 
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COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, Interim Personnel Director
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*
SUBJECT: Resignation of CAO Janet Hogan and Initiation of Recruitment; Res. 00-157

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 2, 2000

ACTION AND VOTE:

Accept Resignation of County Administrative Officer Janet Hogan and Authorize the Personnel Department to Initiate a Recruitment to Fill the Position (Personnel)

BOARD ACTION: Janet Hogan, County Administrative Officer, advised of the previously outlined reorganization between County Counsel and Administration where the Personnel/Risk Management Technician position would move to Administration instead of County Counsel at the time of Jeff Green's (County Counsel) retirement; and she advised that the recruitment of the new County Administrative Officer would need to include knowledge of Personnel and Risk Management. Supervisor Reilly suggested starting the recruitment without making the final decision of including the Personnel/Risk Management duties at this time in order to allow for more time to consider the complications and compensation of adding these duties to the job description. Discussion was held. (M)Pickard, (S)Stewart, Res. 00-157 adopted authorizing the Personnel Department to initiate a recruitment for the County Administrative Officer position with a revision to the class specification to include Personnel/Risk Management duties/Ayes: Balmain, Stewart, Parker, Pickard, Noes: Reilly. Following discussion with Jeff Green, County Counsel, it was clarified that the recruitment would include language to advise applicants that at some point in the future, one or both of these functions may be assigned to the County Administrative Officer. (M)Stewart, (S)Reilly, Board accepted resignation of County Administrative Officer, Janet Hogan/Ayes: Unanimous.

cc: Janet Hogan, County Administrative Officer
Ken Hawkins, Auditor
File