



MARIPOSA COUNTY

Building · (209) 966-3934



RESOLUTION - ACTION REQUESTED 2016-98

MEETING: March 1, 2016

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Authorize Extra Help Increase to 1300 Hours

RECOMMENDATION AND JUSTIFICATION:

Approve an Increase in Extra-Help Hours for the Development Services Technician (DST) from 860 Hours to 1,300 Hours to Provide Front Counter Assistance for the Building Department. Extra-Help personnel can work up to 860 hours in a fiscal year and the Human Resources Director can approve additional hours up to 999 hours if a department requests the increase because of a need. Any hours above 999 that a department desires the Extra-Help individual to work requires Board approval. Building had a 20% increase in permits the first half of the fiscal year. Due to the heavy work load, a busy front counter assisting customers and answering phones in the first half of the fiscal year, approximately 630 Extra-Help hours were used. 1,300 Extra-Help hours is a reasonable extension.

Currently, The Building Department has 1 Full Time Senior DST, 1 Part Time DST and 1 Extra Help DST. The demand of the current work load requires having the Extra Help DST to work more hours, allowing staff time off (training, sick and vacation) while maintaining the current level of service during business hours.

Building Department staff will work with Human Resources and County Administration when developing the next fiscal year budget, to identify the appropriate staffing level to efficiently manage the anticipated workload.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On January 19, 2016, the Board adopted Resolution 16-35 requiring that the Building Department remain open during normal business hours and to not close the department during the lunch hour.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested increase in hours for the Extra-Help DST. The Department may need to incur Overtime to keep up with the existing workload and/or customer service may suffer due to a lack of sufficient staffing. The Board could choose to approve a lesser amount of Extra-Help hours, which may still negatively impact the Department's ability to provide good customer service.

FINANCIAL IMPACT:

Sufficient funding has been budgeted in the Extra-Help line item. There will be no impact to the General Fund.

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 2/25/2016

RESULT: ADOPTED [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier