



# MARIPOSA COUNTY

Human Services • (209) 966-2000



## **RESOLUTION - ACTION REQUESTED 2016-213**

MEETING: May 3, 2016

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Authorize an Increase of Extra-Help Hours Beyond 999 Hours

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve an Increase in Extra-Help Hours from 999 Hours to 1,300 Hours for an Office Assistant II Extra-Help Position in the Human Services Administration Budget; and Approve Budget Action Reducing Contingency and Increasing the Extra-Help Line in This Budget to Accommodate the Request (\$3,000).

The additional hours are needed because of several vacancies in the Office Support Unit. There are currently several vacancies or leaves of absence which are impacting the Department's ability to provide services. For this reason, it is necessary to increase the hours worked by the Office Assistant II Extra-Help position to ensure services are delivered in a timely and efficient manner to the Department.

Extra-Help positions can work up to 860 hours. The Human Resources Director can approve additional hours up to 999 hours because of need. Any hours above 999 requires Board approval. This increase in hours will allow the Office Support Unit to keep functioning satisfactorily for the remainder of the fiscal year. The Department is beginning the recruitment process to fill the vacancies and the employee on leave of absence should be able to return to full duty in the near future. Both of these actions will alleviate the need for these additional Extra-Help hours next fiscal year.

The Department is requesting that the Contingency in the Human Services Administration budget be reduced to allow for the additional Extra-Help hours.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has previously approved the increase of Extra-Help hours for other positions.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the Board chooses not to increase the Extra-Help hours it may have a negative impact on the Office Support Unit and the ability to provide assistance to our Department.

### **FINANCIAL IMPACT:**

**There is no impact to the General Fund. Funding is being transferred from Contingency in the Human Services Administration Budget to the Extra-Help line item to accommodate the increase in Extra-Help hours.**

**ATTACHMENTS:**

**BA Extra Help Increase 0507 (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hodson, CAO 4/27/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.02-01	Extra Help		3,000	
001	0507	672.10-90	Contingency			3,000
<b>TOTALS</b>					<b>3,000</b>	<b>3,000</b>

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					<b>0</b>	<b>0</b>

**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**

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DEPT HEAD SIGNATURE *Chevon Kote* DATE 4/23/16

APPROVED BY RES NO. 16-213 CLERK Rene La Roche DATE 5-4-16

DEPARTMENT Human Services

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