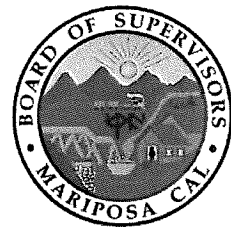


MARIPOSA COUNTY

Human Services · (209) 966-2000



RESOLUTION - ACTION REQUESTED 2016-250

MEETING: May 24, 2016

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Request Approval to Add the Allocation of an Accounting Technician I/II and an Account II

RECOMMENDATION AND JUSTIFICATION:

Approve Allocating an Accounting Technician I/II Position to the Human Services Administration Budget and an Accountant II Position to the Social Services Budget Effective Immediately; and Approve the Budget Action Increasing Revenue and Appropriations in the Human Services Administration and Social Services Budgets and Transferring Funds Within the Mental Health Realignment and Social Services Realignment Funds to Accommodate the Request (\$11,656).

As a continuation of its restructuring, the Human Services Department finds that there is a need to have an Accounting Technician I/II position to help manage the Behavioral Health Fiscal Unit. It was determined through an analysis by our new Deputy Director - Administrative Services that the level of work being performed in our Behavioral Health Fiscal Unit requires a higher level of knowledge and skills than is allowed by an Account Clerk III. It was also determined that there is a need for parity in the two fiscal units, Behavioral Health and Social Services to allow for cross training and to relieve the workload of the two supervisors and to remedy this the department is also requesting an additional Accountant II position. The Department will be eliminating two currently vacant lower level positions of Account Clerk II and Account Clerk III positions during the Fiscal Year 2016-17 budget process.

The Human Services Department has sufficient funding to accommodate the position allocation changes and the budget action accompanying this request transfers funding from realignment to fully fund these positions for the remainder of this fiscal year.

The Accountant II position will be allocated in the Social Services budget and the Accounting Tech I/II position will be allocated in the Human Services Administration budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Your Board has established a policy of reviewing all personnel actions with budgetary impacts. Generally, your Board has approved Department requests.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the allocation. The Department may struggle in the recruitment to attract the skill level necessary to meet the needs of the Behavioral Health and Social Services Fiscal Units.

FINANCIAL IMPACT:

Additional Realignment money is being transferred into the 001-0507 budget unit (\$4,996) and the 001-0501 Budget unit (\$6,660) for a total of (\$11,656) to accomodate this request and there is no impact to the County General Fund.

ATTACHMENTS:

BA - Add Accountant II and Account Tech I-II (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 5/19/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0507	672.01-88	Accounting Tech I/II		3,000	
001	0507	672.03-13	Med/Den/Vision		1,097	
001	0507	672.03-10	Social Security		186	
001	0507	672.03-11	Medicare		44	
001	0507	672.03-14	Retirement Employer Misc.		637	
001	0507	672.03-17	Life		5	
001	0507	672.03-18	SDI		27	
001	0507	672-0912	Tx in from 001-0402		(4,996)	
001	0501	661.01-87	Accountant II		4,282	
001	0501	661.03-13	Med/Den/Vision		1,097	
001	0501	661.03-10	Social Security		266	
001	0501	661.03-11	Medicare		62	
001	0501	661.03-14	Retirement Employer Misc.		909	
001	0501	661.03-17	Life		5	
001	0501	661.03-18	SDI		39	
394	0523	660.04-16	Misc Expense			6,660
394	0523	660.07-87	Tx Out to HS 001-0501		6,660	
001	0501	309.16-94	Tx in From fund 394		(6,660)	
					6,660	6,660

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0	0

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

DEPT HEAD SIGNATURE *Chevon Kot* DATE 5-19-16
 APPROVED BY RES NO. 16-250 CLERK *Hani LaRoche* 5-24-16

DEPARTMENT Human Services

AUDITOR'S USE ONLY
BA #

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
393	0412	950.04-16	Misc Exp			4,996
393	0412	920.07-87	TX out to 0402		4,996	
001	0402	309.1694	Tx in from fund 393		(4,996)	
001	0402	622-0910	Tx out to HS 0507		4,996	
TOTALS					4,996	4,996

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0	0

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 _____

DEPT HEAD SIGNATURE *Chevon Katz* DATE 5-19-16
 APPROVED BY RES NO. 16-250 CLERK *Rene LaRoch* DATE 5-24-16

DEPARTMENT Human Services

AUDITOR'S USE ONLY
BA #