



MARIPOSA COUNTY

Auditor ·



RESOLUTION - ACTION REQUESTED 2016-657

MEETING: December 20, 2016

TO: The Board of Supervisors

FROM: Debbie Isaacs, Auditor

RE: Authorize Auditor to Increase Account Clerk III Position from 70% Permanent PT to Full Time

5 Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve Increasing the Allocation of an Account Clerk III Position from 70% Permanent Part Time to Full Time in the Auditor Budget Effective January 1, 2017; and Approve Budget Action Transferring Funding Within the Auditor Budget to Fund the Increase in Allocation (\$4,005).

The Account Clerk III position is primarily responsible for making sure County invoices are coded properly, data entry of invoices/journals, and front desk duties. Due to recent personnel changes in the Auditor's office and in anticipation of the retirement of the Accounting Technician III who is primarily responsible for Accounts Payable, the Auditor's office is expecting the workload for the Account Clerk III position to increase. In order to fund this requested increase in allocation, the Auditor's office will refrain from filling the vacant 50% Accountant I position that was approved during FY 16/17 budget hearings.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors reviews all personnel additions or changes to allocated positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not increase the 70% Permanent Part Time Account Clerk III position to 100% full time, which could result in less than optimal efficiency in Auditor operations.

FINANCIAL IMPACT:

This position will be funded using savings in the Auditor budget from a vacant 50% Accountant I position that will not be filled in FY 16/17.

ATTACHMENTS:

Budget Action Form - Account Clerk III (PDF)

Cost of Increasing Account Clerk III Position (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson
Mary Hodson, CAO 12/14/2016

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 | 0107 | 421-0198 | Account Clerk III | | 4,005 | |
| 001 | 0107 | 421-0137 | Accountant I/II | | | 4,005 |
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| TOTALS | | | | | 4,005 | 4,005 |

| 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

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

DEPT HEAD SIGNATURE Deborah Isaacs DATE 12-9-16

APPROVED BY RES NO. 16-657 CLERK Ben LaRoch DATE 12-21-16

DEPARTMENT _____ AUDITOR _____

AUDITOR'S USE ONLY
BA # _____