



MARIPOSA COUNTY

Human Resources · (209) 742-1379



RESOLUTION - ACTION REQUESTED 2019-32

MEETING: January 15, 2019

TO: The Board of Supervisors

FROM: Kimberly Williams, Human Resources Director

RE: Transfer HR's Office Assistant I/II Position to Health/Human Services

to Budget Action

RECOMMENDATION AND JUSTIFICATION:

Effective March 1, 2019, transfer the 60% Office Assistant I/II (OA I/II) position allocated to the Human Resources Department (HR) to the Health and Human Services Agency (HHSA) and increase the position to a full-time allocation; fund the full-time allocation with salary savings from the HHSA's Administration budget (001-0507); and approve budget action transferring funds from HR's Salaries to Extra-Help (\$8,270).

The HR Department is taking a different direction in how it provides services to its internal and external customers. The OA I/II classification is responsible for performing a variety of office support and clerical duties. Many of the tasks that the incumbent is responsible for are being eliminated with the creation of more efficient and user-friendly online forms and utilizing existing systems more efficiently, such as NeoGov which is the County's online employment application system. With the implementation of these efficiencies, the tasks that the incumbent OA I/II is performing are being eliminated. Therefore, HR cannot justify a benefitted 60% permanent part-time position.

HHSA has a need for an OA I/II position allocation to work in the agency's Family Services facility. Transferring HR's allocation to HHSA and increasing the position from 60% permanent part-time to a full-time position will assist HHSA with the needed assistance in Family Services. HHSA has identified funding to support the full-time allocation, which will be from salary savings in their Administration budget (001-0507). No General Fund dollars will be used to support this position.

As previously mentioned, the HR Department is moving in a different direction in how it provides services by increasing its reliance on technology to meet increased workload demand. This work can be done by an extra-help position and it is recommended that the budget action transferring funds from HR's Salaries to the Extra-Help line item (\$8,270) to perform these tasks will sufficiently support the extra-help position for the remainder of the 2018/2019 fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action. From time to time, the Board of Supervisors approves changes to

Resolution - Action Requested 2019-32

positions allocated to departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action as proposed; amend the recommended action as the Board desires and approve.

FINANCIAL IMPACT:

HHSA's Administration budget will support the transfer of the full-time OA I/II allocation for the remainder of the 2018/2019 fiscal year.

ATTACHMENTS:

HR budget action (PDF)

RESULT: ADOPTED [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

BUDGET ACTION FORM

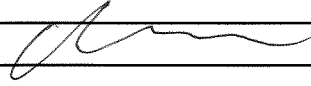
FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0115-441	01-98	Human Resources Salaries-OA I/II		\$8,270
001	0115-441	02-01	Hourly - Extra-Help	\$8,270	
001	0104-414	10-90	General Contingency		
TRANSFER BETWEEN FUNDS					
TOTALS				\$8,270	\$8,270

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 appropriating Reserve for Contingencies;

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

JUSTIFICATION: Transfer funding from Salaries to Extra-Help to support HR in providing services on a part-time basis.

DEPT HEAD SIGNATURE  DATE: 1-7-17

DEPT HEAD SIGNATURE _____ DATE: _____

APPROVED BY RES NO. 19-32 CLERK  DATE 1-15-19

PERSONNEL

AUDITOR'S USE ONLY BA #
