

DEPARTMENT: Administration

BY: Rick Benson

PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve a reorganization in the Public Works Department: Allocate an Assistant Director of Public Works – Support Services to the Public Works Administration budget effective January 1, 2012, revise the job specifications, set the salary range at \$69,074 - \$83,961, and assign the position to Mariposa County Management and Confidential Organization (MCMCO); Unallocate the Administrative Analyst position in the Transportation Planning fund effective January 1, 2012; Fund a Senior Civil Engineer position in the Road fund effective February 1, 2012; Unallocate a Maintenance Worker III and a Maintenance Worker I/II position in the Road fund; Approve revisions to the Assistant Director of Public Works – Operations and Plant Operator Technician job specifications; Authorize the Public Works Department to fill both of the Assistant Director positions and Senior Civil Engineer positions; Approve budget actions in the Public Works Administration, Transportation Planning, and Road fund to fund the reorganization and account for the previously approved Public Works Director salary increase.

Please see the attached memorandum for additional information.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has approved reorganizations in county departments that will ultimately improve the efficiency of providing services to the public. The Board approved an increase in the Public Works Director salary with Resolution #11-557 on November 15, 2011, with advice that a budget action would be presented at later date. The Board approved a reorganization of the Public Works Department with Resolution #05-596 on September 20, 2005.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the reorganization. The departments in Public Works will remain in their current organizational structure.

|   |                     |  |
|---|---------------------|--|
| Financial Impact? (x) Yes ( ) No                            | Current FY Cost: \$ | Annual Recurring Cost: \$                              |
| Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded |                     |  |
| Amount in Budget: \$  |                     | List Attachments, number pages consecutively           |
| Additional Funding Needed: \$ 84,187                        |                     | Memorandum   |
| Source:   |                     | Organizational Chart                                   |
| Internal Transfer   |                     | Assist. Dir. Public Works – Support Services job spec. |
| Unanticipated Revenue                                       | X 4/5's vote 71,463 | Assist. Dir. Public Works – Operations job spec.       |
| Transfer Between Funds                                      | X 4/5's vote 12,724 | Plant Operator Technician job spec.                    |
| Contingency   | 4/5's vote          | Budget Actions (3)                                     |
| ( ) General ( ) Other                                       |                     |  |

**CLERK'S USE ONLY:**

Res. No.: 11-613 Ord. No. \_\_\_\_\_  
Vote – Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

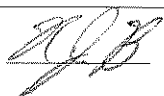
By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion

Comments:

The affected unions have been notified of the personnel actions

CAO: 



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JIM ALLEN, CHAIR  
JANET BIBBY, VICE-CHAIR  
LEE STETSON  
LYLE TURPIN  
KEVIN CANN

DISTRICT V  
DISTRICT III  
DISTRICT I  
DISTRICT II  
DISTRICT IV



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Approve a Reorganization of the Public Works Department: Allocate an Assistant Director of Public Works-Support Services to the Public Works Administration Budget Effective January 1, 2012, Revise the Job Specifications, Set the Salary Range at \$69,074 - \$83,961, and Assign the Position to Mariposa County Management and Confidential Organization (MCMCO); Unallocate the Administrative Analyst Position in the Transportation Planning Fund Effective January 1, 2012; Fund a Senior Civil Engineer Position in the Road Fund Effective February 1, 2012; Unallocate a Maintenance Worker III and a Maintenance Worker I/II Position in the Road Fund; Approve Revisions to the Assistant Director of Public Works – Operations and Plant Operator Technician Job Specifications; Authorize the Public Works Department to Fill Both of the Assistant Director Positions and Senior Civil Engineer Positions; Approve Budget Actions in the Public Works Administration, Transportation Planning, and the Road Fund to Fund the Reorganization and Account for the Previously Approved Public Works Director Salary Increase (4/5ths Vote Required)

RES. 11-613

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on December 20, 2011

ACTION AND VOTE:

8            **Administration**  
Approve a Reorganization of the Public Works Department: Allocate an Assistant Director of Public Works-Support Services to the Public Works Administration Budget Effective January 1, 2012, Revise the Job Specifications, Set the Salary Range at \$69,074 - \$83,961, and Assign the Position to Mariposa County Management and Confidential Organization (MCMCO); Unallocate the Administrative Analyst Position in the Transportation Planning Fund Effective January 1, 2012; Fund a Senior Civil Engineer Position in the Road Fund Effective February 1, 2012; Unallocate a Maintenance Worker III and a Maintenance Worker I/II Position in the Road Fund; Approve Revisions to the Assistant Director of Public Works – Operations and Plant Operator Technician Job Specifications; Authorize the Public Works Department to Fill Both of the Assistant Director Positions and Senior Civil Engineer Positions; Approve Budget Actions in the Public Works Administration, Transportation Planning, and the Road Fund to Fund the Reorganization and Account

for the Previously Approved Public Works Director Salary Increase (4/5ths Vote Required)

**BOARD ACTION:** Rick Benson/County Administrative Officer, reviewed the requested reorganization; and discussion was held. Supervisor Bibby asked for clarification of the chain of command with the Assistant Directors and whether out-of-class compensation would be incurred if one or both Assistants were filling in behind the Director. Peter Rei advised that if he is going to be absent, he will make an assignment and advise the Board; it is not his intent that out-of-class pay would be involved – the Assistant Directors are to fill in behind him. (M)Cann, (S)Turpin, Res. 11-613 was adopted approving the requested actions for the reorganization/Ayes: Unanimous.

Cc: Peter Rei, Public Works Director  
Bill Davis, Auditor  
Mary Hodson, Deputy CAO  
Sandi Laird, Personnel  
File

# MARIPOSA COUNTY

Richard J. Benson  
County Administrative Officer



5100 Bullion Street  
P.O. Box 784  
Mariposa, CA 95338  
209-966-3222  
1-800-736-1252  
FAX 209-966-5147  
rbenson@mariposacounty.org

December 13, 2011

TO: Board Of Supervisors  
FROM: Rick Benson, County Administrative Officer  
SUBJECT: Reorganization of Public Works Departments

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The Director of the Public Works Department has requested that your Board approve a reorganization within his departments. It is anticipated that this proposed reorganization will lead to improved management of critical functions in his departments. The key change is the addition of an Assistant Director of Public Works – Support Services position dedicated to managing support services.

Under this reorganization, the Assistant Director of Public Works - Operations will continue to provide direct supervision of the Engineering Division and oversee activities related to the County Surveyor function as well as the County's responsibilities in maintaining the Airport. The Plant Operator Technician position that is responsible for water and wastewater activities in the Facilities Maintenance budget will also report to the Assistant Director – Operations.

The new Assistant Director - Support Services will supervise Parks and Recreation, Fleet Maintenance, the Fiscal Unit in Public Works Administration, and the Local Transportation Commission activities. Solid Waste, Roads, and Facilities Maintenance will continue to report directly to the Public Works Director.

To mitigate the financial impacts of the reorganization, the Public Works Director has recommended that the following positions be unallocated: a Maintenance Worker III and Maintenance Worker I/II position in the Road fund; the Administrative Analyst position in the Transportation Planning fund. Both of the Maintenance Worker positions are currently vacant and the incumbent Administrative Analyst is anticipated to be promoted to the Assistant Director – Support Services position.

In conjunction with the reorganization the Public Works Director is requesting approval to fund the allocated Senior Civil Engineer position in the Road fund effective February 1, 2012. In the near future the Assistant Director – Operations position will become vacant and it is recommended that authorization be given to fill this position.

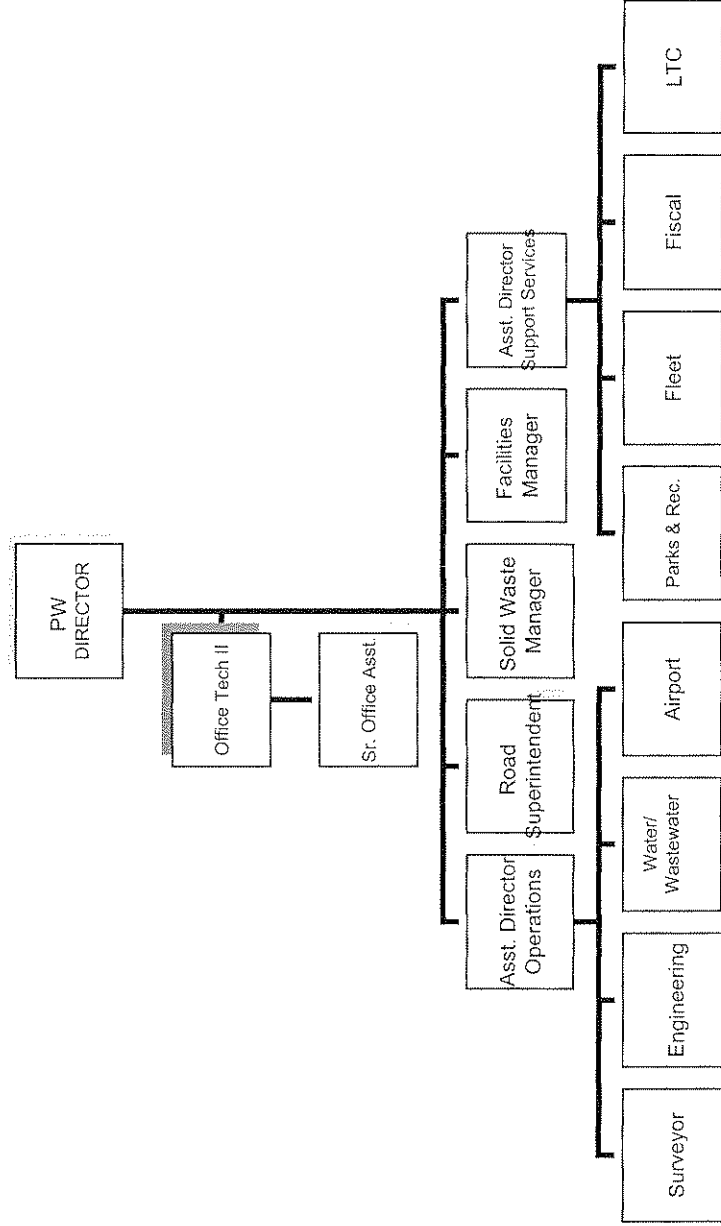
The budget action for Public Works Administration reflects the increase in the Public Works Director's salary and the new allocation of Assistant Director of Public Works – Support Services. The Professional Services line item is decreased as the contract for Willdan for the services of an Interim Public Works Director is no longer needed. Revenue is increased to reflect services provided by the Director and Assistant Director to Transportation Planning, Local Transportation Commission, and Roads issues. Because this budget action is increasing revenue and appropriations it will require a 4/5ths vote.

The budget actions for the Transportation Planning and Roads funds reflect salary savings from the unallocated positions and the funding of the Senior Civil Engineer positions. Professional Services is increased to account for reimbursing Public Works Administration for administrative services provided by the Director and Assistant Director – Support Services. These budget actions are transferring funds within a fund and do not require a 4/5ths vote.

It is, therefore, recommended that your Board approve the reorganization in the Public Works Department by taking the following actions:

1. Allocate an Assistant Director of Public Works – Support Services to the Public Works Administration budget effective January 1, 2012, revise the job specifications, set the salary range at \$69,074 - \$83,961, and assign the position to the Mariposa County Management and Confidential Organization (MCMCO).
2. Unallocate the Administrative Analyst position in the Transportation Planning fund effective January 1, 2012.
3. Fund a Senior Civil Engineer position in the Road fund effective February 1, 2012.
4. Unallocate a Maintenance Worker III and a Maintenance Worker I/II position in the Road fund.
5. Approve revisions to the Assistant Director of Public Works – Operations and the Plant Operator Technician job specifications.
6. Authorize the Public Works Department to fill both the Assistant Director positions and the Senior Civil Engineer position.
7. Approve budget actions in the Public Works Administration, Transportation Planning, and the Road fund, to fund the reorganization and to account for the increase in the Public Works Director's salary.

# Proposed PW Reorganization



**ASSISTANT DIRECTOR OF PUBLIC WORKS – SUPPORT SERVICES**

**DEFINITION**

To perform responsible administrative work in planning, organizing, coordinating and directing all support services divisions and functions of the Public Works Department which including includes the ~~p~~Parks and Recreation Division, ~~-~~ Fleet Maintenance Division, the Fiscal unit, and the Local Transportation Commission facilities, airport, and solid waste; to perform budget development and control for assigned functions, and to perform related duties and responsibilities as required.

This is a management position collaborating and assisting the Director to accomplish the Department's mission statement and administratively-established goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works.

Exercises supervision over professional, technical and clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Collaborates with the Director and assists in the planning, organizing and directing activities of the ~~Airport, Facilities Maintenance, Parks and Recreation, and Fleet Maintenance Divisions, and Solid Waste Divisions~~ the Fiscal unit, and the Local Transportation Commission of the Department of Public Works.

Assists the Director and oversees division managers and supervisors in the selection, training, evaluation and discipline of personnel.

Acts as the lead staff member to coordinate all preparation, modification and administration of Public Works' budgets.

Assists the Director in the administration and management of the Mariposa County Local Transportation Commission.

Acts on behalf of the Executive Director for all Local Transportation Commission business in his/her absence.

~~Oversees park facilities, water systems, wastewater systems, solid waste facilities, airport, lighting, parking, special districts, and land acquisitions.~~

~~Assists the Director in planning, organizing, and directing the Department in construction, maintenance and repair of above-described facilities.~~

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares

comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Local Transportation Commission, Planning Commission and several advisory committees administered by the Department

Prepares and reviews correspondence, reports and other materials.

Prepares, oversees and administers various grant programs related to the public works improvement, rehabilitation and maintenance.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure and operational needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

~~Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.~~

Federal, State, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules and regulations common to local government.

#### **Ability to:**

Interpret and apply various state statutes, ordinances, and codes that pertain to public works' functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.



Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works administration.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

#### **TYPICAL WORKING CONDITIONS**

Work is performed indoors and in a field environment.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

#### **MINIMUM QUALIFICATIONS**

##### **Experience:**

Five years of increasingly responsible general management experience involving personnel supervision in budget administration with at least two (2) years in an administrative and/or supervisory capacity.

##### **Education:**

A bachelors degree from an accredited college or university with major coursework in business, finance, economics, public administration, or closely related field is required. A Masters Degree in business or public administration is highly desirable

##### **Substitution:**

Additional qualifying work experience may be substituted for the bachelor's degree on a year to year basis.

##### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her

intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

Creation date: 12/03 (B/S Res. 03-453)  
Revision date: 02/06 (B/S Res. 06-73)

**ASSISTANT DIRECTOR OF PUBLIC WORKS – OPERATIONS**

**DEFINITION**

To perform responsible administrative work by planning, organizing, coordinating and directing the Engineering and Roads Divisions of the Department of Public Works; to provide oversight of the airport, land surveyor function and; to oversee the operation of water and wastewater systems; to design and administer projects; and to perform related duties and responsibilities as required.

This is a management position collaborating, assisting and serving in the absence of the Director to accomplish the Department's mission statement and administratively-established goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works.

Exercises supervision over professional, technical and clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Collaborates with the Director and manages the planning, organization and direction of activities in the Engineering and Roads Divisions of the Department of Public Works; provides oversight of the land surveyor function.

Oversees the operation and activities of the County's water and wastewater systems.

Oversees operation of the County Airport.

Performs complex professional field and civil engineering work; may perform land surveying work.

Performs the duties of a resident engineer; performs field inspections and construction administration.

Assists the Director and oversees division managers in the selection, training, evaluation and discipline of personnel.

Manages, designs and administers construction projects such as County roads and bridges and related improvements and highway and transportation projects to be accomplished in cooperation with the State of California.

Assists the Director in planning, organization and direction of the Department in the construction, and maintenance of major public works projects.

Reviews and analyzes policies, procedures, organization, services, finances and other support

activities.

Recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department.

Prepares and reviews correspondence, reports and other materials.

Prepares, oversees and administers various grant programs.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Engineering principles and practices as applied to the field of Civil Engineering including planning, development, construction, maintenance, and cost engineering.

Federal, State, and local laws specifications, rules, and regulations relating to construction and maintenance of public works facilities.

Planning, development, design, construction, operation and maintenance of a public road system.

Engineering principles and practices utilized in the planning and construction of major projects including roads, bridges, and other major construction projects.

The basic laws and regulations applicable to subdividing and surveying land, including the Subdivision Map Act.

CalTrans standard plans and specifications.

Principles, practices, methods and techniques of public administration and management

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules and regulations common to local government.

Computerized mapping and drafting technologies; other computer applications and software used to process field data.

#### **Ability to:**

Interpret and apply various state statutes, ordinances, and codes that pertain to public work

functions to ensure activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize, and direct the engineering, surveying, and construction of roads, bridges, and other public works improvements.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand, interpret, and communicate to others the aims, concepts, principles, and practices of public works engineering and the operations.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

Establish and maintain effective working relationships with those contacted in the course of work.

#### **TYPICAL WORKING CONDITIONS**

Work is performed indoors and in a field environment.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others. Requires the ability to function efficiently in the various seasonal weather conditions of the area.

#### **MINIMUM QUALIFICATIONS**

##### **Experience:**

Five years of increasingly responsible professional experience in public works-related civil engineering projects with emphasis on project design and administration. This experience must

include at least two years experience involving personnel supervision and budget administration and not less than one year as a registered civil engineer.

**Education:**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely-related engineering discipline.

**Additional Requirements:**

Possession of a valid California Driver's License. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of a valid California certificate of registration as a Civil Engineer.

Possession of a valid California certificate of registration as a Land Surveyor is desirable.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document**

Creation Date: 04/04 (B/S 04-171)

Revision Date: 02/06 (B/S Res. 06-73); 10/10 (B/S Res. 10-493)

## PLANT OPERATOR TECHNICIAN

### DEFINITION

To plan, coordinate, and participate in the safe and sanitary maintenance and operation of County special districts facilities, including water and wastewater systems; to ensure State and County compliance with related laws, regulations and standards; and to perform related duties and responsibilities as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Public Works Administrator~~ Assistant Director-Operations or the Public Works Director.

### EXAMPLES OF ESSENTIAL FUNCTIONS

Monitors the various instruments and general mechanical equipment involved in the operation of a water and wastewater treatment plant; takes appropriate action to remedy adverse situations.

Take readings of gauges and temperatures and record readings.

Read meters and gauges and regulate the flow of water and wastewater.

Test the treatment process for dissolved oxygen levels, pH and temperature.

Performs engineering calculations such as determine chemical dosage requirements and pump sizing.

Inspect plant facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.

Provides advice and recommendations to supervisor regarding facilities; provides technical guidance and direction to employees in maintenance work methods, materials, standards and operations.

Keeps logs and records of water samples and machinery operation.

Ensures adherence to all health and safety standards.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding plant policies, programs and projects.

### EMPLOYMENT STANDARDS

#### Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Methods, materials, tools and equipment used to monitor and maintain water distribution systems and wastewater collection and treatment facilities.

Operation and maintenance of water distribution systems and wastewater treatment and collection systems.

Monitoring of water and wastewater facilities.

Principles and practices of preventive maintenance.

Record-keeping and report preparation methods.

English usage, spelling, grammar and punctuation.

Business mathematics.

Safe work practices.

**Ability to:**

Design, prepare, read and interpret plans, sketches and diagrams; read and understand engineering plans, specifications and blueprints, with assistance from engineering division staff.

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Operate and maintain water and wastewater systems and treatment plant equipment.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the County effectively in meetings with others.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**

Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect and monitor water and wastewater, which requires exposure to traffic and construction hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors,



solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours for meetings and other events.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to perform facilities maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

High school or GED equivalency is required.

#### **Experience:**

Three years of responsible experience in facilities maintenance or a related field, at least one year of which includes wastewater collection and wastewater treatment.

#### **Additional Requirements:**

Possession of a Grade I Water Distribution and a Grade I Wastewater Treatment certification.

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

**BUDGET ACTION FORM**

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION                  | PROJECT      | INCREASE   | DECREASE |
|------|----------|---------|------------------------------|--------------|------------|----------|
| 001  | 0304-583 | 0101    | Director                     |              | \$55,364   |          |
| 001  | 0304-583 | 01      | Asst. Director - Support Srv |              | \$34,537   |          |
| 001  | 0304-583 | 0310    | Social Security              |              | \$3,691    |          |
| 001  | 0304-583 | 0311    | Medicare                     |              | \$860      |          |
| 001  | 0304-583 | 0313    | Medical/Dental/Vision        |              | \$891      |          |
| 001  | 0304-583 | 0314    | Retirement Employer          |              | \$10,382   |          |
| 001  | 0304-583 | 0315    | Retirement Employee          |              | \$4,195    |          |
| 001  | 0304-583 | 0317    | Life Insurance               |              | \$43       |          |
| 001  | 0304-583 | 0318    | State Disability             |              | \$708      |          |
| 001  | 0304-583 | 0319    | Cash Benefit                 |              | \$3,747    |          |
| 001  | 0304-583 | 0418    | Professional Services        |              |            | \$30,231 |
| 001  | 0304-309 | 1600    | Transfers In                 |              | (\$12,724) |          |
| 001  | 0304-307 | 0813    | Public Works Services        |              | (\$71,463) |          |
|      |          |         |                              |              |            |          |
| 001  | 0104-414 | 1090    | GENERAL CONTINGENCY          |              |            |          |
|      |          |         |                              |              |            |          |
|      |          |         |                              | <b>TOTAL</b> | \$30,231   | \$30,231 |

| TRANSFER BETWEEN FUNDS |  |  |  |  |     |     |  |
|------------------------|--|--|--|--|-----|-----|--|
|                        |  |  |  |  |     |     |  |
|                        |  |  |  |  |     |     |  |
| <b>TOTALS</b>          |  |  |  |  | \$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 appropriating Reserve for 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: To fund the reorganization.

DEPT HEAD SIGNATURE Mary B. Abason DATE 12-13-11  
 APPROVED BY RES NO. 11-613 CLERK mmw DATE 12-20-11

**PUBLIC WORKS ADMINISTRATION**

|                            |
|----------------------------|
| AUDITOR'S USE ONLY<br>BA # |
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**BUDGET ACTION FORM**

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION               | PROJECT      | INCREASE | DECREASE |
|------|----------|---------|---------------------------|--------------|----------|----------|
| 033  | 0251-577 | 0109    | Administrative Analyst    |              |          | \$29,155 |
| 033  | 0251-577 | 0310    | Social Security           |              |          | \$2,053  |
| 033  | 0251-577 | 0311    | Medicare                  |              |          | \$480    |
| 033  | 0251-577 | 0313    | Medical/Dental/Vision     |              |          | \$889    |
| 033  | 0251-577 | 0314    | Retirement Employer       |              |          | \$5,769  |
| 033  | 0251-577 | 0315    | Retirement Employee       |              |          | \$2,268  |
| 033  | 0251-577 | 0318    | State Disability          |              |          | \$392    |
| 033  | 0251-577 | 0319    | Cash Benefit              |              |          | \$3,747  |
| 033  | 0251-577 | 0304    | Accrued Benefits          |              |          | \$8,971  |
| 033  | 0251-577 | 07      | Transfers Out - PW Admin. |              | \$12,724 |          |
| 033  | 0251-577 | 0418    | Professional Services     |              | \$41,000 |          |
|      |          |         |                           |              |          |          |
|      |          |         |                           |              |          |          |
|      |          |         |                           |              |          |          |
| 001  | 0104-414 | 1090    | GENERAL CONTINGENCY       |              |          |          |
|      |          |         |                           |              |          |          |
|      |          |         |                           |              |          |          |
|      |          |         |                           | <b>TOTAL</b> | \$53,724 | \$53,724 |

| TRANSFER BETWEEN FUNDS |  |  |  |  |     |     |
|------------------------|--|--|--|--|-----|-----|
|                        |  |  |  |  |     |     |
|                        |  |  |  |  |     |     |
|                        |  |  |  |  |     |     |
| <b>TOTALS</b>          |  |  |  |  | \$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 appropriating Reserve for 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;

JUSTIFICATION: To fund the reorganization.

DEPT HEAD SIGNATURE Mary Bellason DATE 12-13-11  
 APPROVED BY RES NO. 11-613 CLERK hms DATE 12-20-11

**TRANSPORTATION PLANNING**

|                            |
|----------------------------|
| AUDITOR'S USE ONLY<br>BA # |
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## BUDGET ACTION FORM

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION             | PROJECT      | INCREASE | DECREASE |
|------|----------|---------|-------------------------|--------------|----------|----------|
| 300  | 0301-581 | 0122    | Senior Civil Engineer   |              | \$28,637 |          |
| 300  | 0301-581 | 0161    | Maintenance Worker III  |              |          | \$29,839 |
| 300  | 0301-581 | 0179    | Maintenance Worker I/II |              |          | \$23,650 |
| 300  | 0301-581 | 0310    | Social Security         |              |          | \$2,854  |
| 300  | 0301-581 | 0311    | Medicare                |              |          | \$669    |
| 300  | 0301-581 | 0313    | Medical/Dental/Vision   |              |          | \$11,820 |
| 300  | 0301-581 | 0314    | Retirement Employer     |              |          | \$6,920  |
| 300  | 0301-581 | 0315    | Retirement Employee     |              |          | \$3,036  |
| 300  | 0301-581 | 0318    | State Disability        |              |          | \$472    |
| 300  | 0301-581 | 0418    | Professional Services   |              | \$50,623 |          |
|      |          |         |                         |              |          |          |
|      |          |         |                         |              |          |          |
|      |          |         |                         |              |          |          |
| 001  | 0104-414 | 1090    | GENERAL CONTINGENCY     |              |          |          |
|      |          |         |                         |              |          |          |
|      |          |         |                         | <b>TOTAL</b> | \$79,260 | \$79,260 |

| TRANSFER BETWEEN FUNDS |  |  |  |  |     |     |
|------------------------|--|--|--|--|-----|-----|
|                        |  |  |  |  |     |     |
|                        |  |  |  |  |     |     |
| <b>TOTALS</b>          |  |  |  |  | \$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 appropriating Reserve for 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;

JUSTIFICATION: To fund the reorganization.

DEPT HEAD SIGNATURE *Mary Johnson*

DATE *12-13-11*

APPROVED BY RES NO. *11613* CLERK *mmj*

DATE *12-20-11*

**ROADS**

|                            |
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| AUDITOR'S USE ONLY<br>BA # |
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Budget Revision Form Revised 11/95