



MARIPOSA COUNTY

Human Services • (209) 966-2000



RESOLUTION - ACTION REQUESTED 2014-300

MEETING: June 24, 2014

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Approve Recruitment and Hiring of the Legal Secretary I/II (Legal Clerk)

RECOMMENDATION AND JUSTIFICATION:

Approve Recruitment and Hiring of the Legal Secretary I/II (Legal Clerk) in the Social Services Budget Effective Immediately. This vacancy exists because the incumbent has given notice and will be leaving this position after June 19, 2014. The Legal Secretary I/II (Legal Clerk) is crucial to the operation of the Child Welfare Services unit of the Social Services division.

This position is fully funded in the Social Services budget and does not impact the County General Fund or the Mental Health Services Act corrective action plan.

Legal Secretary I/II is the County Job Title and Legal Clerk is the Merit Services System Job Title.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, departments must obtain Board approval prior to recruiting and filling vacant positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:


By not filling the Legal Secretary I/II (Legal Clerk) position, a vital position would be left vacant which would negatively impact the Social Service Division - Child Welfare unit of the Human Services Department.

FINANCIAL IMPACT:

Sufficient funding is budgeted in the Social Services budget, 001-0501 current and next fiscal year, for this position. There is no impact to the county general fund.

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Office

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: John Carrier, District V Supervisor
AYES: Lee Stetson, Janet Bibby, Kevin Cann, John Carrier
EXCUSED: Merlin Jones