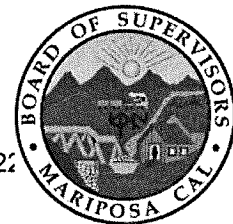


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2014-402

MEETING: August 5, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Temporarily Increase 70% Permanent Part-Time Employee to Full-Time

RECOMMENDATION AND JUSTIFICATION:

Increase the Allocation of a 70% Permanent Part-Time Office Assistant II in County Administration Budget to a Limited Term Full-Time Office Assistant II Position Effective Immediately; Authorize the Office Assistant II to Work the Additional 12 Hours Per Week in the Human Resources/Risk Management (HR/RM) Department Until a Human Resources Director/Risk Manager is Appointed and On-The-Job for One Month.

The HR/RM Department currently has two staff members because the Director resigned effective June 20, 2014. This minimal staffing when compared to the significant workload that staff experiences is unbalanced and routine clerical functions that are necessary and important are time-consuming. Having the Office Assistant II from County Administration assist HR/RM staff for 12 hours per week to perform the routine clerical functions will somewhat alleviate the workload. The incumbent in this position is familiar with HR/RM clerical functions from when the HR/RM was housed in the Government Center. The affected employee as well as staff of County Administration is agreeable to the arrangement. This arrangement will remain in place until a Director for the HR/RM Department is appointed and on-the-job for one month. It is anticipated that a Director will be in place by October 1, 2014, and when that occurs, the Office Assistant II will then return to a 70% permanent part-time Office Assistant II position solely in County Administration.

It is anticipated that this request will cost approximately \$2,971. Salary savings from the vacant HR/RM Director position will be used to accommodate the increased salary and benefits for the Office Assistant II. Any necessary budget adjustments will be included with Final Budget Adjustments in September 2014 and there will be no impact to the General Fund.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of July 8, 2014, the Board of Supervisors approved re-recruiting for a Human Resources Director/Risk Manager.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

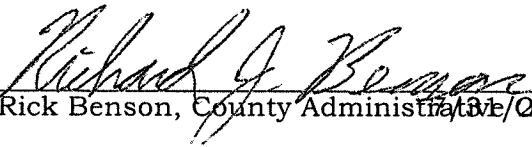
A negative action could result in significant delays of staff completing routine clerical tasks.

FINANCIAL IMPACT:

Salary savings from the vacant Human Resources/Risk Manager will be used to offset in the increase in salary and benefits associated with increasing the 0.70 Permanent Part-Time Office Assistant II position to full time for this temporary period. Any necessary changes to the budget will be included with Final Budget Adjustments in September 2014.

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrator/Chief of Staff

RESULT: ADOPTED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Lee Stetson, District I Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier