



MARIPOSA COUNTY

District Attorney · 209 966 3626



RESOLUTION - ACTION REQUESTED 2014-490

MEETING: September 23, 2014
TO: The Board of Supervisors
FROM: Thomas Cooke, District Attorney
RE: Fill Anticipated Vacancy in the District Attorney's Office

RECOMMENDATION AND JUSTIFICATION:

Approve the Immediate Filling of a Senior Office Assistant Position in the District Attorney Budget. The incumbent in this position was recently promoted to the Legal Secretary I/II position. This position serves a critical role in the department's ability to function efficiently by receiving and filing all reports from the Sheriff's Office, entering the data into the District Attorney's case management system, and performs all of the receptionist duties for the department. The filling of the Senior Office Assistant position is a priority and the District Attorney is requesting that the Board authorize filling this position upon adoption of this action.

The Senior Office Assistant position is a fully funded budgeted position within the District Attorney Prosecution budget and will have no additional impact to the General Fund. This position is represented by the Service Employees International Union (SEIU).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has previously filled fully funded/budgeted vacant positions at the request of the Department Head.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board chooses to not allow the filling of this position, this may have a negative impact on community public safety and hinder the ability of the District Attorney to protect our community and deliver justice.

FINANCIAL IMPACT:

The Senior Office Assistant Position is fully funded within the District Attorney Prosecution Budget.

CAO RECOMMENDATION

Requested Action Recommended

Resolution - Action Requested 2014-490

Mary Hodson
Mary Hodson, Interim CAO 9/17/2014

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Janet Bibby, District III Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Merlin Jones, Janet Bibby, Kevin Cann, John Carrier

EXCUSED: Lee Stetson