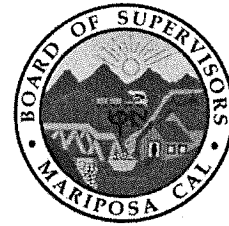




# MARIPOSA COUNTY

Human Services · (209) 966-2000



## **RESOLUTION - ACTION REQUESTED 2014-515**

MEETING: October 7, 2014

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Permission to Reduce an Office Assistant II Position from Full Time to 50% Permanent Part Time

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### **RECOMMENDATION AND JUSTIFICATION:**

Reduce the Allocation of a Full-Time Office Assistant II Position in the Human Services Administration Budget to a 50% Permanent Part-Time (PPT) Position Effective October 8, 2014. This position provides clerical support to the Behavioral Health division and is being reduced to PPT due to a restructuring and a re-distribution of duties to other staff. The workload will be shifted to other staff, including the supervisor, to accommodate the reduction in hours of a clerical person. This shift in workload will be minimal. The incumbent is agreeable to the reduction of hours and understands that the benefits for this position will be reduced as well and is likewise agreeable to this change.

The Office Assistant II position is governed by the Service Employees International Union (SEIU) Memorandum of Understanding (MOU) and because reducing the position from full-time to permanent part-time is considered a lay-off, the lay-off provisions in the MOU become effective. The employee received written notice of the reduction and voluntarily waived the thirty-day period required under the MOU and understands that the reduction will become effective October 8, 2014. A copy of the written notice was provided to SEIU pursuant to the MOU.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Per current policy, the Board of Supervisors reviews all personnel changes to allocated positions.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as proposed. The position will remain at full time status and the Division will continue in the same manner without the reduction.

### **FINANCIAL IMPACT:**

**This position is budgeted for in the Human Services Administration requested budget for FY 14/15 and there is no impact to the General Fund.**

### **CAO RECOMMENDATION**

Requested Action Recommended

Mary Hodson  
Mary Hodson, Interim CAO 9/30/2014

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier