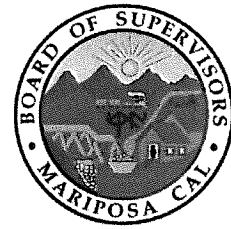




MARIPOSA COUNTY

Assessor-Recorder · (209)966-2332



RESOLUTION - ACTION REQUESTED 2016-571

MEETING: November 1, 2016

TO: The Board of Supervisors

FROM: Becky Crafts, Assessor-Recorder

RE: Overfill of a Cadastral Drafting Technician I

RECOMMENDATION AND JUSTIFICATION:

Authorize the Overfill of a Cadastral Drafting Technician I Position in the Assessor-Recorder's Office Effective December 1, 2016 through December 31, 2016. The Assessor-Recorder's Office is anticipating the retirement of the incumbent Cadastral Drafting Technician II. The anticipated date of separation is December 31, 2016. The prospective replacement of this position would be hired effective December 1, 2016, allowing one month for the current Cadastral Drafting Technician II to train the prospective replacement. By approving the overfill, the Board would enable the Assessor-Recorder's Office to have adequate time to properly train the replacement for this position.

The Cadastral Drafting Technician Position is anticipated to be filled at a lower level than the current Cadastral Drafting Technician II, Step Five. This is subject to change depending on the qualifications of the person eventually hired. The cost of overfilling will be met by salary and benefits savings attributable to the Cadastral Drafting Technician position being hired at a lower step. If additional costs are incurred due to hiring above Step One, salary savings from a currently vacant Appraiser I position will cover those costs.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors must approve the overfilling of positions. The Board has previously approved similar requests for overfill to provide training to replacements by incumbents, e.g. Resolution 2016-141 for the Auditor's Office.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The alternative is to not approve the overfill of the Cadastral Drafting Technician I position. The consequence is that the Assessor-Recorder's Office will not have sufficient time to train a replacement at this position prior to the incumbent separating from the County, which could damage operational efficiency within the Assessor-Recorder's Office.

FINANCIAL IMPACT:

There is no net additional cost to the FY 16/17 Assessor-Recorder's budget or to the General Fund due to current Salary Savings within the Department.

ATTACHMENTS:

Cost of Overfilling Cadastral Drafting Tech I Position (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 10/25/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

COST OF OVERFILLING CADASTRAL DRAFTING TECH I POSITION FOR ONE MONTH

Anticipated Savings in FY 16/17 from change in personnel at Cadastral Drafting Tech position:

Incumbent Cost at Step 5 (6 months):		Prospective Cost at Step 1 (6 months):		Savings:	
Salary	26,857.98	Salary	21,020.46	Salary	5,837.52
Benefits	13,270.56	Benefits	13,166.76	Benefits	103.80
Total	<u><u>40,128.54</u></u>	Total	<u><u>34,187.22</u></u>	Total	<u><u>5,941.32</u></u>

One month cost of Cadastral Drafting Tech I position at Step 1:

Salary	3,503.41
Benefits	2,194.46
Total	<u><u>5,697.87</u></u>

Net Cost of One Month Overfill at Account Tech III Position:

One Month Salary & Benefits	5,697.87
Savings from personnel change	<u>(5,941.32)</u>
Net Cost of Overfill	<u><u>(243.45)</u></u>