

DEPARTMENT: Human Services Dept. BY: Tom Archer PHONE: 966-3609
Social Services Division

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

Resolution authorizing filling a vacant Account Clerk III position in the Human Services Department.

BACKGROUND AND HISTORY OF BOARD ACTIONS: This position, vacant due to a recent resignation for family reasons, is of critical importance to this department in that it represents 50% of the account clerk staffing in the departments' fiscal unit which is responsible for accurately processing and accounting for all fiscal functions in a variety of complex programs involving over \$5 million dollars annually. The position is primarily responsible for issuance and balancing of \$2.5 million in program warrants on a daily, weekly and monthly basis as well as preparation of State and Federal financial and statistical reports. Over the past several years we have managed to structure the fiscal unit in a very efficient staffing configuration so that a large amount of work is produced by a small allocation of staff while each staff is cross trained and critical to supporting and covering other duties within the unit. This has permitted us to have one of the most efficient, effective and best functioning fiscal operations in the State which is reflected in our State audit reports. The position is also very important to fiscal responsibility and oversight in trying to maintain adequate fiscal coverage on sight whenever possible to preserve the integrity of our fiscal procedures including accountability for over one million dollars in food stamps which are maintained and issued on our premises annually.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. A continued vacancy in this position could severely impact service delivery in the area of warrant preparation for all programs along with the timeliness of statistical reports for the purpose of funding.
2. A continued vacancy would place undue hardship on responsible staff and seriously threaten the integrity and accountability of our very important fiscal operations.

COSTS: () Not Applicable		SPECIAL INSTRUCTIONS:
A. Budgeted current FY	\$ <u>21,588</u>	List the attachments and number
B. Total anticipated costs	\$ <u>16,316</u>	the pages consecutively:
C. Required additional funding	\$ _____	_____
D. Internal Transfers	\$ _____	_____
SOURCE: () 4/5ths Vote Required		_____
A. Unanticipated revenues	\$ _____	_____
B. Reserve for contingencies	\$ _____	_____
C. Source description: _____		_____
Balance in Reserve for Contingencies,		_____
if approved: \$ _____		

CLERK'S USE ONLY:		ATTEST: MARGIE WILLIAMS, Clerk of the Board
Res. No.: <u>95-4</u>	Ord. No. _____	County of Mariposa, State of California
Vote - Ayes: <u>5</u>	Noes: _____	BY: _____
Absent: _____	Abstained: _____	Deputy
<u>Amw</u> Approved	() Denied	
() Minute Order Attached	() No Action Necessary	

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

A.O. Initials:  _____