

**COUNTY OF MARIPOSA  
AGENDA ACTION FORM**

<b>CLERKS USE ONLY:</b> Approved: <u>mwj</u> Vote: <u>Agree: 5</u> Denied: _____ Res/Ord #: <u>89-58</u> Date: <u>2-21-89</u> Agenda Item #: <u>RA 7</u> Minute Order <input type="checkbox"/>	The following instrument is a correct copy of the original on file in this office. ATTEST: MARGIE WILLIAMS Clerk of the Board of Supervisors, County of Mariposa, State of California by _____ Deputy
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Department: Administration	By: John W. McCamman	Phone: 966-3222
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**AGENDA TITLE:** Discussion and approval of proposed policy for advanced step appointments.

**RECOMMENDED ACTION:** Pass the attached Resolution granting Department Heads the discretion, within certain constraints, of hiring new employees at a salary higher than first step.

**HISTORY OF BOARD ACTIONS:** The Board of Supervisors has not previously had a policy outlining the criteria for advanced step appointments. On February 7, 1989, the Board directed the Administrative Officer to develop such a policy.

**CONSEQUENCES OF NEGATIVE ACTION:**  
Continuation of a case-by-case review by the Board for advanced step appointments.

**ALTERNATIVES:** 1. Pass the recommended policy delegating authority to Department Heads. 2. Amend the proposed policy and delegate authority to Department Heads and/or the Administrative Officer. 3. Do not adopt the policy and continue review on a case-by-case basis.

**COSTS:** (x) Not Applicable

A. Budgeted current F.Y. \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required Add'l. Funding \$ \_\_\_\_\_

D. Source: \_\_\_\_\_

**SOURCE:** ( ) 45ths Vote Required

A. Other budgeted funds \$ \_\_\_\_\_

B. Unanticipated revenues \$ \_\_\_\_\_

C. Reserve for contingencies \$ \_\_\_\_\_

D. Other: \_\_\_\_\_

Balance in Reserve for Contingencies if Approved: \$ \_\_\_\_\_

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This Item on Agenda As:

Recommended \_\_\_\_\_

Not Recommended \_\_\_\_\_

For Policy Determination \_\_\_\_\_

Submitted with Comment \_\_\_\_\_

Returned for Further Action \_\_\_\_\_

A.O. Initials \_\_\_\_\_

MARIPOSA COUNTY RESOLUTION NO. 89-58

A RESOLUTION ESTABLISHING POLICY GRANTING DEPARTMENT HEADS  
AUTHORITY TO HIRE AT ADVANCED STEP APPOINTMENTS

WHEREAS, the Board of Supervisors has reviewed the mechanism for advance step employment for new employees and determined to delegate that authority to the various Department Heads,

NOW, THEREFORE, BE IT RESOLVED that the following policy statement will govern the appointment at advanced step process:

DELEGATION OF APPOINTMENT TO ADVANCED STEP

It is the policy of the Board of Supervisors that Department Heads shall have the discretion to hire new employees at a salary above the first step given consideration of the following criteria in priority order:

1. Availability of budget funds.
2. Whether the employee would accept the position without the advanced step appointment.
3. Previous salary of the prospective employee.
4. Recruitment difficulties.
5. Concerns regarding retention of employees.
6. Experience of the prospective employee.

It is the policy of the Board of Supervisors that Department Heads have full discretion regarding the implementation of advanced step appointments given the availability of budgeted funds. Department Heads are aware that through the constraints of this policy the Board anticipates that a fairly modest number of advanced step appointments will be made by Department Heads.

It is the intention of the Board that in no case will an advanced step appointment be made by a Department Head when there are insufficient budgeted funds available to finance that appointment in the salary and benefits portion of the departmental budget.


PASSED AND ADOPTED this 21st day of February 1989, by the Board of Supervisors of Mariposa County by the following vote:

AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH, TABER

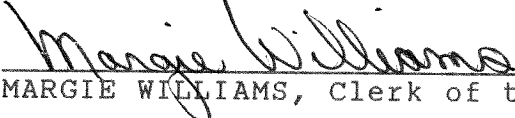
NOES: NONE

ABSENT: NONE

ABSTAINED: NONE

  
\_\_\_\_\_  
GERTRUDE R. TABER, Chairman  
Mariposa County Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
JEFFREY C. GREEN, County Counsel