

DEPARTMENT: BUILDING

BY: Fred Lustenberger  
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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the hiring of one Extra Help Office Assistant position for data entry and records storage functions. Effective date of March 1, 2009. (\$3,940)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On January 20, 2009 the Board approved the lay off of the Office Assistant II position in order to return the Building Department to financial solvency. The Board was also made aware the need of a part time Office Assistant to continue scanning Building Permits and Planning Records, and start scanning Health Records.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Alternative: Do not hire part time office assistant for scanning.  
Consequences: 1. Building and Planning would not be able to continue to update the information in Questys and would have to go back to searching in the files.  
2. Hire an outside firm to scan files as needed at an additional cost.

Financial Impact? <input checked="" type="checkbox"/> Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Budget Action
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**  
 Res. No.: 09-29 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 ( ) Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**  
 Requested Action Recommended  
 \_\_\_\_\_ No Opinion  
 Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

CAO: 

