

DEPARTMENT: Auditor

BY: Ken Hawkins  
PHONE: 966-7606

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize temporary help to assist in the training of replacement position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Three weeks ago, Barbara Powell announced her retirement effective June 30, 2003. We have internally promoted Debbie Greenhalgh to her position. Barbara has offered her services on a temporary basis up to 20 hours per week to train Debbie Greenhalgh in the duties of the position, the bulk of which deals with corrections and maintenance of the property tax roll. Because of the complexity of property taxes, training of this position is lengthy and detailed. Funding is available due to salary savings (\$5,900) from the retirement of Barbara Powell. In addition, the position vacated by Debbie Greenhalgh will be delayed in filling due to a lack of any compatible candidates on the current list. Savings due to this vacancy will be at least \$3,648. The process to develop a new list of candidates for Account Clerk III (position vacated by Debbie Greenhalgh) will take at least a couple of months, therefore, Barbara's part-time help would supplement that position vacancy as well as assist in the training of Debbie Greenhalgh.

Barbara, if approved, would be hired as a part-time employee, not on a contract basis. She would be hired for up to 20 hours per week, but would terminate when her services are no longer needed or funding has been fully expended, whichever comes first.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

To deny this request will hinder operations of the office.

Financial Impact? (X) Yes ( ) No	Current FY Cost 0	Annual Recurring Cost: Undetermined
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded.		
Amount in Budget: \$ -0-		List Attachments, number pages consecutively
Additional Funding Needed: \$ \$9,548		Budget Action
Source:		
Internal Transfer X		
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. 03-247 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: CKH

# BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0107	421-0187	Acct Tech III			5,900
001	0107	421-0197	Account Clerk			3,648
001	0107	421-0201	Extra Help		9,548	
					9,548	9,548

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0	0

**ACTION REQUESTED: (Check all that apply)**

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or transferring appropriation from Contingencies
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

JUSTIFICATION:

To provide extra help assistance to train position to fill retirement of Barbara Powell and also to cover anticipated unfilled position in Account Clerk III for two or three months.

<b>DEPT HEAD SIGNATURE</b>	DATE <u>6/18/03</u> project #'s.
<b>APPROVED BY RES NO.</b> <u>03-24</u>	<b>CLERK</b> <u>mwj</u>
DEPARTMENT Auditor	<b>AUDITOR'S USE ONLY</b> BA # 8132