

DEPARTMENT: Human Services/SS

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board allow the department to over fill a clerical position, Account Clerk II, due to an extended leave of absence on the part of an employee.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached Memo.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached Memo.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Board Memo, Page 1 & 2
Source:		
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.: 03-273 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____

haw) Approved

() Minute Order Attached () No Action Necessary

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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended

No Opinion

Comments:

CAO: *RAK*



MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2131 • Fax (209) 966-5943

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

July 9, 2003

TO: Members, Board of Supervisors
Rich Inman, CAO
FROM: Cheryle Rutherford-Kelly
RE: Permission to Over Fill a Clerical Position Due to the Long Term Absence of an Employee

Recommendation

It is respectfully recommended that your Board allow the department to over fill a clerical position, Account Clerk II, due to an extended leave of absence on the part of an employee.

Background/Current Situation

The Social Service Division has an Account Clerk II on an extended leave of absence. The person has been excused from work by a medical doctor for the past three years and continues to receive medical extensions. We would like to over fill the position, to have another Account Clerk II position approved by your Board only until the time the employee terminates the position or returns to work.

This position is important to accountability in terms of welfare statistics (categorical aid, cash grants). It is difficult to retain Account Clerk II's simply because they promote rapidly within the agency or use the expertise gained to secure employment elsewhere.

Financial

This position is paid by federal and state money. It was budgeted in the FY 2003-04 that your Board recently reviewed and approved. There is no impact on the general fund.