

DEPARTMENT: Personnel

BY: Rich Inman

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Reclassify a Library Assistant II allocation (salary range 130/\$1,806-\$2,195) to a Senior Library Assistant (salary range 150/\$1,995-\$2,425) effective July 1, 2003 and approve additional funding for the reclassification. A determination has been made, based on a review of additional information provided by the Librarian, that a reclassification is warranted as the Library Assistant II incumbent is performing significant duties and major responsibilities of that of a Senior Library Assistant. Additional funding to accommodate the increased salary will be necessary to support the reclassification. (\$4,177).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On July 1, 2003, during final budget hearings for fiscal year 2003/2004, the Board heard input from the Librarian relative to her request to reclassify a Library Assistant II position to a Senior Library Assistant. The Board deferred a decision on this request for further review by the County Administrative Officer.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Defer the matter back to staff for further review. An extensive review has been completed and deferring the matter would only delay compensating the employee as the end result of another review would most likely result in the same determination.

Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$4,177		
Source:		Budget Action Form
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
(X) General <input type="checkbox"/> Other		

CLERK'S USE ONLY:

Res. No.: 03-312 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 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: RAH

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0606-731	0180	Senior Library Assistant		\$28,014	
001	0606-731	0192	Library Assistant II			\$24,672
001	0606-731	0301	Benefits		\$658	
001	0606-731	0406	Communications			\$800
001	0606-731	0450	County Vehicle			\$100
001	0606-731	0460	Utilities			\$2,500
001	0606-731	0471	Copier Expense			\$100
001	0606-731	0490	Training & Seminars			\$500
001	0104	414-1090	GENERAL CONTINGENCY			
				TOTAL	\$28,672	\$28,672

TRANSFER BETWEEN FUNDS							
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 appropriating Reserve for Contingencies;

(X) 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 fund the reclassification of the Library Assistant II position to Senior Library Assistant.

DEPT HEAD SIGNATURE <i>J. Merjian</i>	DATE <i>8/19/03</i>
APPROVED BY RES NO. <i>03-812</i> CLERK <i>mmj</i>	DATE <i>8-26-03</i>

LIBRARY	AUDITOR'S USE ONLY BA #
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