

DEPARTMENT: Public Works/Administration

BY: Dana Hertfelder, Asst. Director
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring funds within the Public Works/Administration Budget from Salary Savings in the Senior Office Assistant position to cover additional extra-help needed due to delay in filling vacant position (\$3,000).

Public Works has temporarily filled the vacant Senior Office Assistant position with an extra-help Office Assistant II.

The Office Assistant II is, and has been, performing quite well and she has become familiar and comfortable with the operation of the department and its many divisions.

Public Works is currently evaluating the need for a Senior Office Assistant to perform the duties currently being performed by the Office Assistant II. Staff is also reviewing the draft job class specifications based on the County-wide Classification Study prior to making a final determination on the position. Transferring funds will enable Public Works to utilize and compensate the current Office Assistant II through the end of the current fiscal year and allow renewal of the Agreement for the next fiscal year if necessary.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves budget action request that do not change the overall budget and is within the same budget category.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action will exhaust the extra-help budget line item and not allow additional time to evaluate the Senior Office Assistant position.

Financial Impact? () Yes (x) No	Current FY Cost: \$ 7,169	Annual Recurring Cost: \$ 0
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$ 4,169		List Attachments, number pages consecutively
Additional Funding Needed: \$ 3,000		Budget Action Form
Source:		
Internal Transfer <u> x </u>		
Unanticipated Revenue <u> </u> 4/5's vote		
Transfer Between Funds <u> </u> 4/5's vote		
Contingency <u> </u> 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 03-105 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: _____

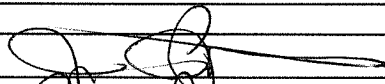
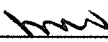
CAO: [Signature]

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	304	583-0201	Extra Help		3,000	
001	304	583-0196	Senior Office Assistant			3,000
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
TOTAL					3,000	3,000

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;
 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: See attached Board item.

DEPT HEAD SIGNATURE  DATE 03/26/03
 APPROVED BY RES NO. 03-105 CLERK  DATE 4-8-03

0304 Public Works Administration

AUDITOR'S USE ONLY BA#

Budget Revision Form Revised 11/95