

DEPARTMENT:

BY:

PHONE:

Public Health Department Charles B. Mosher, MD, Health Officer 966-3689

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize an exemption from the current hiring "freeze" to allow the Health Department to fill vacant Office Assistant I position utilizing funds from State Contract and fee revenue. This position is needed to support the Tobacco Cessation Program and Environmental Health. Delays in processing Environmental Health permit documents are, in part, due to clerical short staffing. The funding for the position is 50% state tobacco funds and 50% new fee revenue. This should be effective July 24, 1990.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Resolution 90-047 established this position during FY 89-90. It was filled on an extra help basis as a savings to the County through the end of the fiscal year. The extra help person who filled the position is no longer available.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Fund the position from general fund.
2. Risk loss of some state tobacco money.
3. Continue to experience delays and inefficiency in environmental health.

COSTS: ( ) Not Applicable

- A. Budgeted current FY \$ 12,414
- B. Total anticipated costs \$ 12,414
- C. Required Add'l funding \$ 0
- D. Source: State tobacco funds/new fees

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: ( ) 4/5ths Vote Required

- A. Internal transfers \$ \_\_\_\_\_
- B. Unanticipated revenues \$ \_\_\_\_\_
- C. Reserve for contingency \$ \_\_\_\_\_
- D. Description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 90-360  
 Ord. No.: \_\_\_\_\_  
 Vote - Ayes: 4 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: Taber  
 ( ) Approved ( ) Denied  
 (x) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- \_\_\_\_\_ Recommended
- \_\_\_\_\_ Not Recommended
- x   For Policy Determination
- \_\_\_\_\_ Submitted with Comment
- \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS  
 Clerk of the Board of Supervisors  
 County of Mariposa, State of CA  
 By: \_\_\_\_\_  
 Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: DR. CHARLES B. MOSHER, COUNTY HEALTH OFFICER  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*  
RE: OFFICE ASSISTANT I POSITION

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on July 24, 1990

ACTION AND VOTE:

D) Authorize an Exemption from the Current Hiring Limitation to Fill the Vacant Office Assistant I Position Utilizing Funding From State Contract and Fee Revenue  
BOARD ACTION: Approved, with vacancy to be filled consistent with County policy/Ayes: (M)Punte, (S)Radanovich, Baggett, Erickson; Abstained: Taber. Res. 90-360

cc File  
Personnel  
Auditor

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