

DEPARTMENT: Board BY: Administrative Officer PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve request for exemption from the current hiring limitation for Senior Office Assistant position in the Board of Supervisors Office.

With the present workload, and vacancy in the Administration/Personnel Office and extra help receptionist position, a staffing shortage exists.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board imposed hiring limitation with the adoption of the proposed budget. The Senior Office Assistant position was added in 1985 due to workload at that time. And the workload has consistently increased.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1) Approve and maintain continuity of services.
- 2) Do not approve and current workload would not be accomplished.

<p><b>COSTS:</b> (X) Not Applicable</p> <p>A. Budgeted current FY \$ _____</p> <p>B. Total anticipated costs \$ _____</p> <p>C. Required Add'l funding \$ _____</p> <p>D. Source: _____</p>	<p><b>SPECIAL INSTRUCTIONS:</b></p> <p>List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

<p><b>SOURCE:</b> ( ) 4/5ths Vote Required</p> <p>A. Internal transfers \$ _____</p> <p>B. Unanticipated revenues \$ _____</p> <p>C. Reserve for contingency \$ _____</p> <p>D. Description: _____</p> <p>Balance in Reserve for Contingencies, if approved: \$ _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---

**CLERK'S USE ONLY:**

Res. No.: 90-386

Ord. No.: \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: Rodriguez Abstained: \_\_\_\_\_

my Approved ( ) Denied

( ) Minute Order Attached

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

For Policy Determination

\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further Action

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

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

\_\_\_\_\_

\_\_\_\_\_

A.O. Initials: JWM  
by mws