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TO: Administrative Committee
Board of Supervisors

FROM: Melinda Aiello *MA*
Chief Assistant District Attorney

DATE: November 23, 2015

RE: Request to modify 2015-2016 District Attorney Budget (2120)

We are seeking to increase the budget by \$19,903.367 to hire a limited term contract DDAI. The contract is anticipated not to exceed a three months and is intended to provide attorney services while the process of hiring a replacement DDAIV is ongoing.

The current DDAIV has been promoted to the Chief Assistant position. He has a heavy and significant caseload, some of which will be assigned to the newly assigned DDAIV. Currently, we employ the services of a law clerk who just recently passed the bar. I am requesting that he be hired as a limited term DDAI to help partially fill a personnel void.

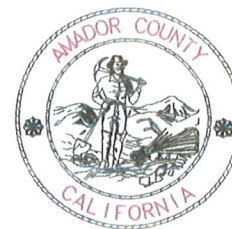
#2

GENERAL SERVICES ADMINISTRATION

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SUMMARY MEMORANDUM

Date: November 25, 2015

To: Administrative Committee

From: Jon Hopkins, Director *jh*

Subject: Request to fill the position of General Services Purchasing's Executive Assistant.

Please place this item on the Administrative Committee agenda scheduled for November 30, 2015.

The request is to backfill the vacant position of General Services Purchasing's Executive Assistant with the initial preliminary amended combined classification position of Senior Finance Assistant/Purchasing Assistant in order to allow the GSA greater function flexibility; both have a classification range of 1316 Step A (\$17.74/hour). This will allow General Services to build upon this entry level position supporting Support Services division assignments and results in a substantial salary savings. The current position, Executive Assistant has a salary range of 1983 Step A (\$24.41/hour).

Recommendation: Approve request to fill the vacant GSA Executive Assistant position with an amended classification of Senior Finance Assistant/Purchasing Assistant in order to allow GSA greater function flexibility.



AMADOR COUNTY COMMUNITY DEVELOPMENT AGENCY

COUNTY ADMINISTRATION CENTER • 810 COURT STREET • JACKSON, CA 95642-2132

#3
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MEMORANDUM

TO: ADMINISTRATIVE COMMITTEE

FROM: AARON BRUSATORI, COMMUNITY DEVELOPMENT DIRECTOR *AB*

DATE: NOVEMBER 23, 2015

RE: BUILDING DEPARTMENT MANAGEMENT

On October 5, 2010 the Board of Supervisors authorized the Planning Director to act in the capacity of the department head for the Building Department until a final determination was made on the organization the, at that time, Land Use Agency.

Recently, a Chief Building Official was hired to manage the Building Department. It is now requested that the Board of Supervisors rescind the action previously taken, thereby removing the authority for the Planning Director to act at the department head for the Building Department.