



County of Santa Cruz

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 950604073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

DANIA TORRES WONG, DIRECTOR

February 29, 2000

Agenda: March 7, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RECRUITMENT AND EXAMINATION ACTIVITIES

Dear Members of the Board:

As you are aware, as a result of the economy and low unemployment rate, employers throughout the country are experiencing difficulty in recruiting qualified candidate pools for vacancies. This is true in both the public and private sectors. Some companies are so desperate to fill positions that they are offering new cars, pet cleaning services, free meals and signing incentives equaling thousands of dollars.

This County generally is also experiencing difficulty in filling vacancies due to weak candidate pools. This situation is exacerbated by the increase in retirements. Since the beginning of the fiscal year, the County has carried over 200 vacancies.

Additionally, the Personnel Department is continuing to have great difficulty in recruiting for information technology positions through traditional recruitment means over the last eighteen months. There are currently eighteen information technology vacancies throughout the County which have had considerable effect on various projects. For example, there are delays in the implementation of programs and/or upgrades in the District Attorney's Office, Health Services Agency and the Sheriff's Department due to lack of staffing.

Also, the Information Services Department is operating at 50% staffing levels for network server support. This has caused delays in the implementation of the exchange messaging system, the migration of communication protocols to improve the reliability and manageability of the County's network, and the department's plan to move forward with a growing network-based computing platform that will support new network-based applications, including intranet and internet services. Departments Countywide are experiencing delays on critical projects as the Information Services Department is unable to respond due to these vacancies.

Board of Supervisors
February 29, 2000
Page 2

The County has spent considerable time and monies over the last eighteen months recruiting in the traditional public sector with few results. Other counties experiencing the same shortages have hired recruitment firms specializing in recruitment of information technology positions. The firm Avery & Associates has a specialized information technology recruitment section which is managed by Mary Fewel. Ms. Fewel has over nine years of experience in the information technology field. The firm has conducted information technology director/staff recruitments for the County of Santa Clara, County of Alameda, City of Santa Cruz, City of West Hollywood, NEC and National Semiconductor. Staff recommends that your Board approve a contract with Avery & Associates to commence on March 10, 2000 for no more than \$5,000.00 for each position filled, up to a maximum of \$90,000.00.

Funds are available in the Information Services Department, Health Services Agency and the District Attorney's Office, as a result of salary savings, to cover the cost of this contract. Attached is a resolution accepting unanticipated revenues in the amount of \$60,000.00 from the Information Services Department and the transfer of funds (AUD74) transferring revenue from the Health Services Agency of \$25,000.00 and the District Attorney of \$5,000.00.

On a national level, law enforcement vacancies are at an all-time high. The problem has been dubbed "the cop crunch" in a November 1999 article in *The Governing Magazine of States and Localities*. According to the article, from 1996-1998, there were 39% less applications received by the California Highway Patrol.

The article cited reasons such as the availability of other upwardly mobile positions, the lack of interest by today's generation in working in a paramilitary organization and an increase in private security businesses for the reduction of applicants. Unfortunately, the County is experiencing the same phenomenon. There are currently eleven vacancies in the Detention Bureau and eight in the Deputy Sheriff Bureau.

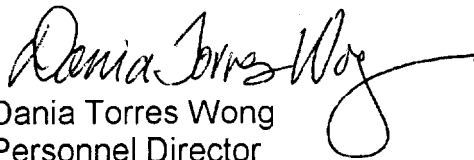
The CAO, Personnel and the Sheriff's Department recently discussed expediting the recruitment, examination and new employee processing for several classifications to enable the Sheriff's Department to fill vacancies quicker. As recognized by the aforementioned article, one barrier to recruitment of qualified candidates is the length of the recruitment process which typically takes 60-90 days. Additionally, new employee processing for all Countywide positions has been delayed, because employee processing and pre-employment physicals are only scheduled twice a week. This is due to the Personnel Department having only two Personnel Clerks who handle over 13,000 computer keying transactions related to payroll, benefits, and class service history annually in addition to maintaining and updating all employee files and all employee processing. Thus, as a result of the increased number of hires and inadequate staffing to handle the increased workload, departments must sometimes wait for a week or two to schedule processing of new employees.

Another difficulty in meeting the County's recruitment needs is that the recruitment and examination division is currently staffed by three Analysts, two Technicians and one .8 Personnel Clerk to handle recruitment and selection activities for seventeen County departments in addition to all Countywide classification recruitments and bilingual testing. The division had a full-time recruiter position that was eliminated several years ago due to budget constraints. The division staffing is currently inadequate to respond to current department recruitment demands. The Personnel Department would like to offer on-the-spot written examinations to interested law enforcement candidates and other harder-to-recruit positions. In order to do so, staff recommends additional staffing of a limited-term Personnel Technician and an increase of a .8 FTE to a 1 FTE Personnel Clerk position in the recruitment and examination division. Also, several departments requested the Personnel Department provide daily new employee processing. In order to do so, staff recommends that a limited-term Personnel Clerk be allocated to provide this capability. The cost of these recommendations for the last three months of the fiscal year is \$23,407.00. Funds are available in the Personnel budget due to salary savings from vacancies to cover the cost through this fiscal year.

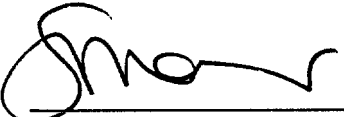
Therefore, given the number of vacancies, the increase in demand for recruitments, the need for specialized information technology recruitments and department demands for daily employee processing, staff recommends that your Board:

1. Approve a two-year limited-term Personnel Clerk in the Employee Relations Division to conduct daily employee and benefits processing for all County departments;
2. Approve a two-year limited-term Personnel Technician to conduct on-the-spot written examinations for hard-to-recruit classifications in the Employee Relations Division;
3. Increase a .8 FTE Personnel Clerk in the Employee Services Division to 1 FTE;
4. Approve the attached contract with Bill Avery & Associates to fill eighteen information technology positions Countywide. Commencing on March 10, 2000 in the amount of \$5,000.00 per position filled up to a maximum of \$90,000.00 and authorize the Personnel Director to sign the contract;
5. Approve the attached resolution accepting unanticipated revenue in the amount of \$60,000.00 from the Information Services Department; and
6. Approve the transfer of funds (AUD74) within the General Fund and the Internal Service Fund.

Very truly yours,


Dania Torres Wong
Personnel Director

RECOMMENDED:


SUSAN A. MAURIELLO
County Administrative Officer

cc: Ken Wedderburn, Information Services; Rama Khalsa, Health Services; Ron Ruiz, District Attorney; Mark Tracy, Sheriff

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from Information Services Department
_____ for Personnel Department/recruitment program; and
for information technology positions

WHEREAS, the County is recipient of funds in the amount of \$ 60,000 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 60,000 into
Department 513000/3665 Personnel Department

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	513000	2047	Other charges current services	\$60,000

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	513000	3665		Prof & Spec Svcs	\$60,000

DEPARTMENT DEAD I hereby certify that the fiscal provisions have been researched and
that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

BY Dania Torres Wong
Dania Torres Wong Department Head

Date 2-24-2000

COUNTY ADMINISTRATIVE OFFICER

6m

Recommended to Board

Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

 Chairperson of the Board

ATTEST:

 Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman Jr.
 County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Ronald J. Wilson 2/24/00
 Auditor-Controller

Distribution:

Auditor-Controller
 County Counsel
 County Administrative Officer
 Originating Department

AUD60 (REV 12/97)

**Personnel Department
AUD74 Attachment
Fiscal Year 99-00**

0248

GENERAL FUND TRANSFERS:

Transfer	T/C	Dept.	Index	Subobject	Account Name	Amount
To	021	HSA	360112	3653	Personnel Services	\$25000.00
From	022	HSA	360112	3100	Regular Pay-Perm.	18,134.00
From	022	HSA	360112	3150	OASDI-Soc.Security	1,387.00
From	022	HSA	360112	3155	PERS	2,287.00
From	022	HSA	360112	3160	EE Insurance	3,192.00
To	021	DA	271100	3653	Personnel Services	5,000.00
From	022	DA	271100	3100	Regular Pay-Perm.	5,000.00
To	021	Personnel	513000	3665	Professional Services	30,000.00
From	022	Personnel	513000	9225	Intra-Fund Trf-Other	30,000.00

INTERNAL SERVICE FUND TRANSFERS:

To	021	Info.Serv.	424000	3653	Personnel Services	60,000.00
From	022	Info.Serv.	424000	3100	Regular Pay-Perm.	60,000.00

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0249

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Personnel Department (Dept.)
Danna Jane Way (Signature) 2-24-00 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz (Agency)
and, William Avery & Assoc., 3½ N. Santa Cruz Avenue, Suite B, Los Gatos, CA 95030 (Name & Address)
2. The agreement will provide specialized recruitment search for information technology positions
for various County departments
3. The agreement is needed, because the County cannot provide these services
4. Period of the agreement is from March 10, 2000 to June 30, 2001
5. Anticipated cost is \$ 90,000 (~~Fixed amount; Monthly rate~~; Not to exceed)
6. Remarks: See Transfers of Funds: ISD 424000/3100-\$60,000; HSA 360112/3100, 3150, 3155,
3160-\$25,000; DA 271100/3100-\$5,000
7. Appropriations are budgeted in 513000 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. C092048 Date 2/24/00
are not will be
GARY A. KNUTSON, Auditor, Controller
By Ronald J. Silva Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
_____ to execute the same on behalf of the _____

(Agency). County Administrative Officer

Remarks: _____

(Analyst) By [Signature] Date 3/1/00
Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

To () rejected.

State of California)
County of Santa Cruz) ss
_____, ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____

_____, 19_____, BY _____ Deputy _____

Contract No.

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 10th day of March, 2000, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and William Avery & Associates, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to accomplish the following result:

See Attachment A for List of Duties.

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows:

\$ 4,500 and expenses up to \$500 per position filled up to a maximum of \$90,000.

3. **TERM** The term of this contract shall be:

The Contract will commence on March 10, 2000 and will be continuous until terminate by either party.

4. **EARLY TERMINATION.** Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this

Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding). 0251

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here ____/____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutory required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here ____.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$____ combined single limit. This insurance coverage shall not be required if both the CONTRACTOR AND COUNTY acknowledge to this fact by initialing here ____/____. WAA

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years

after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Dania Torres Wong, Personnel Director
County of Santa Cruz
701 Ocean Street Room 310
Santa Cruz, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Dania Torres Wong, Personnel Director
County of Santa Cruz
701 Ocean Street Room 310
Santa Cruz, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job

duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. **NONASSIGNMENT.** CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. **RETENTION AND AUDIT OF RECORDS.** CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. **ATTACHMENTS.** This Agreement includes the following attachments:

Attachment A - Duties of Contractor

Attachment B - General Liability Insurance Waiver

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

By: 

Address: 3 1/2 N. Santa Cruz Ave.
Suite A
Los Gatos, CA 95030

Telephone: (408) 399-4424

4. COUNTY OF SANTA CRUZ

By: _____

2. APPROVED AS TO INSURANCE:

By:  2-24-2000Risk Management

3. APPROVED AS TO FORM:

By:  2/24/00County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

FMICA

ATTACHMENT A

Duties of Consultant

Consultant will perform the following duties for specialized recruitment searches for Information Technology positions for various County departments including Information Services, Health Services Agency and the District Attorney's Office.

Work to be performed by Consultant will include:

- Advertise/Search - Consultant will advise County on the development and placement of appropriate advertisements and brochures for each position
- Outreach - Consultant will seek out and recruit qualified candidates for each position
- Screening - Consultant will accept applications and will conduct preliminary screening to eliminate candidates who do not possess minimum required qualifications. Consultant will work with County to provide a recommended list of finalists for each position. In performing the screening, Consultant will utilize a combination of the following techniques:
 - a. Reference checks
 - b. Supplemental questionnaires
 - c. Interviews
 - d. Review of work samples, etc.
- Notification - Consultant will notify all unsuccessful candidates.
- Personnel - All work on this assignment will be performed by Bill Avery, Mary Fewel or Paul Kimura of William Avery & Associates.

Duties of County

County shall cooperate with Consultant in the performance of this agreement as follows:

- Provide all information reasonable accessible to the County which may be helpful to Consultant in the performance of services.
- Make staff available for interviews/consultation.
- Provide clerical and stenographic assistance as Consultant may reasonable require on-site.
- Provide suitable location where interviews may be conducted.

0257

Date: 1-12-2000

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, ~~1999~~ 2000

BATCH #	
DATE	Keyed By:

		T/C	INDEX	SUBJECT	USER CODE	AMOUNT			ACCOUNT DESCRIPTION *
T R A N S F E R	T O	0 2 1						:	
								.	
					SEE ATTACHED.			.	
								.	
								.	
	F R O M	0 2 2						.	
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These transfers and the resolution accepting unanticipated revenue are necessary to fund the specialized recruitment search for technology positions agreement with William Avery & Associates. *Ronald L. Ruiz* *K. H. H. H.*

Auditor-Controller's Action: I hereby certify that **unencumbered balance(s)** is/are available in the appropriations/funds and in the **amounts** indicated above.

Auditor-Controller, by Ronald Nelson, Deputy Date 2/24/2000

County Administrative Officer's Action: ☒ Recommended to Board ☐ Approved ☐ Not Recommended or Approved

County Administrative Officer N/A Date 3/1/00

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
County of Santa Cruz } duly entered in the minutes of said Board on

_____, 19____ By _____, Deputy Clerk

(A-C)* Desc: # - Budget Transfer

Distribution:	BRD.NAME	AGENDA	DATE	ITEM NO.
White-Board of Supervisors	Green-County	Administrative	Officer	Goldenrod-Departmental Control Copy
Yellow-Auditor-Controller	Fink-Originating	Department		

AUD74 (REV 12/94)

A-C Review		

74-406