

20 MAY 2019

By:

**Augmentations/Reallocations
Request to Classify Form**
(This form is not needed for a change in FTE)



Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position to Irene Espinoza, in the Human Resources Department (HRD). HRD will notify you regarding the status of your request or if additional information is necessary. **Please attach a copy of the current and proposed organizational chart depicting the proposed position. Both organizational charts must reflect current FTE's (filled and vacant).**

Department/Division: Emergency Communications

Current Budget Unit Number: 1520

New Budget Unit Number: 8507
(if applicable)

Department Contact for Information: Name: Lee Ann Magoski
Phone: 831-769-8880

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):		Insert # of Requested Allocations (same class only)
<input type="checkbox"/> New Allocation		
<input type="checkbox"/> Reallocation, Filled Position	[Insert Current Classification Title]	
<input checked="" type="checkbox"/> Reallocation, Vacant Position	Finance Manager II <u>MANAGEMENT ANALYST III</u>	1

<p>Estimated % of total time spent on task/duty (column should equal 100%)</p>	<p>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</p> <p>Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not include verbiage directly from the class specification.</u> <i>(Please note rows will expand to allow for thorough description of task/duty)</i></p>
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80%	<p>Responsible for the Department's Budget and Fiscal administration; plan, develop dept budget; enters, modifies and monitors data for annual budget and monthly monitoring of revenues and expenditures.</p> <p>Provides Budget and Fiscal recommendations to Department Head, Executive Board and Operations Committees</p> <p>Gathers, extracts and collects data using Crystal Reports and Computer Aided Dispatch systems for preparation of contract billing for User Agencies.</p> <p>Reviews and analyzes statistical workload data for contract billing.</p> <p>Prepares Dispatch Services billing to User Agency and collects payments</p> <p>Prepares Board Reports and enters into Legistar system.</p> <p>Presents budget and finance information to management staff, Executive Board and Operations Board Committees including at Budget Committee and/or Board of Supervisors meetings.</p> <p>Prepares ongoing fiscal information, financial and budget reports, conducts research and analysis on overtime usage and expenditures</p> <p>Analyzes financial statements and processes on a regular basis and provides best practices.</p> <p>Prepares for accounting audits.</p> <p>Ensure Budget and Fiscal meets all government accounting standards and is all transparent.</p> <p>Works closely with Department staff, User Agencies, County officials and other Departments.</p>
10%	administration and maintenance of the Department's contracts; works closely with vendors, purchasing.
10%	<p>Oversees accounts payable/receivable and purchasing functions; serves as approving official for Cal Cards.</p> <p>Develops Finance, accounting and billing policies, practices and procedures;</p>

JUSTIFICATION FOR REQUEST: Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position. Explain why duties cannot be absorbed by another existing position. Describe consequences or ramifications if the position is not approved. *[Please note field(s) will expand to allow space for justification]*

This position was previously a Finance Manager; however, in 2008 the position was cut to half time due to budgetary constraints. The position was then reallocated to a Management Analyst III and the Department paid a .25 Finance Manager in the Health Dept to prepare and manage the Department's budget and financial planning. The Management Analyst III position is not adequate for the level of responsibility associated with the complexity of the budget, finance and revenue/expenditures in the Department.

The Department has moved to a Special Revenue Fund and requires the high degree of knowledge, skill and abilities of a Finance Manager level position. This position must be able to perform budget preparation and maintenance, financial planning, cost management, complex accounting and fiscal management and reporting with greater involvement and independent decision making.

The request to reallocate this vacant position has been recommended and approved by the Emergency Communications Executive Board Committee including the CAO's Budget Office.

Were the new duties previously performed by another position(s)?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)


Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

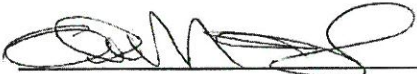
No Yes (If yes, what is/are the job title(s) of the other position(s)?)


Has reapportioning duties among currently available positions to avoid adding an additional position been considered?

No Yes (If no, explain why this is not a viable alternative)

The Department needs to have a Finance Manager due to the complexity of the budget/finance.

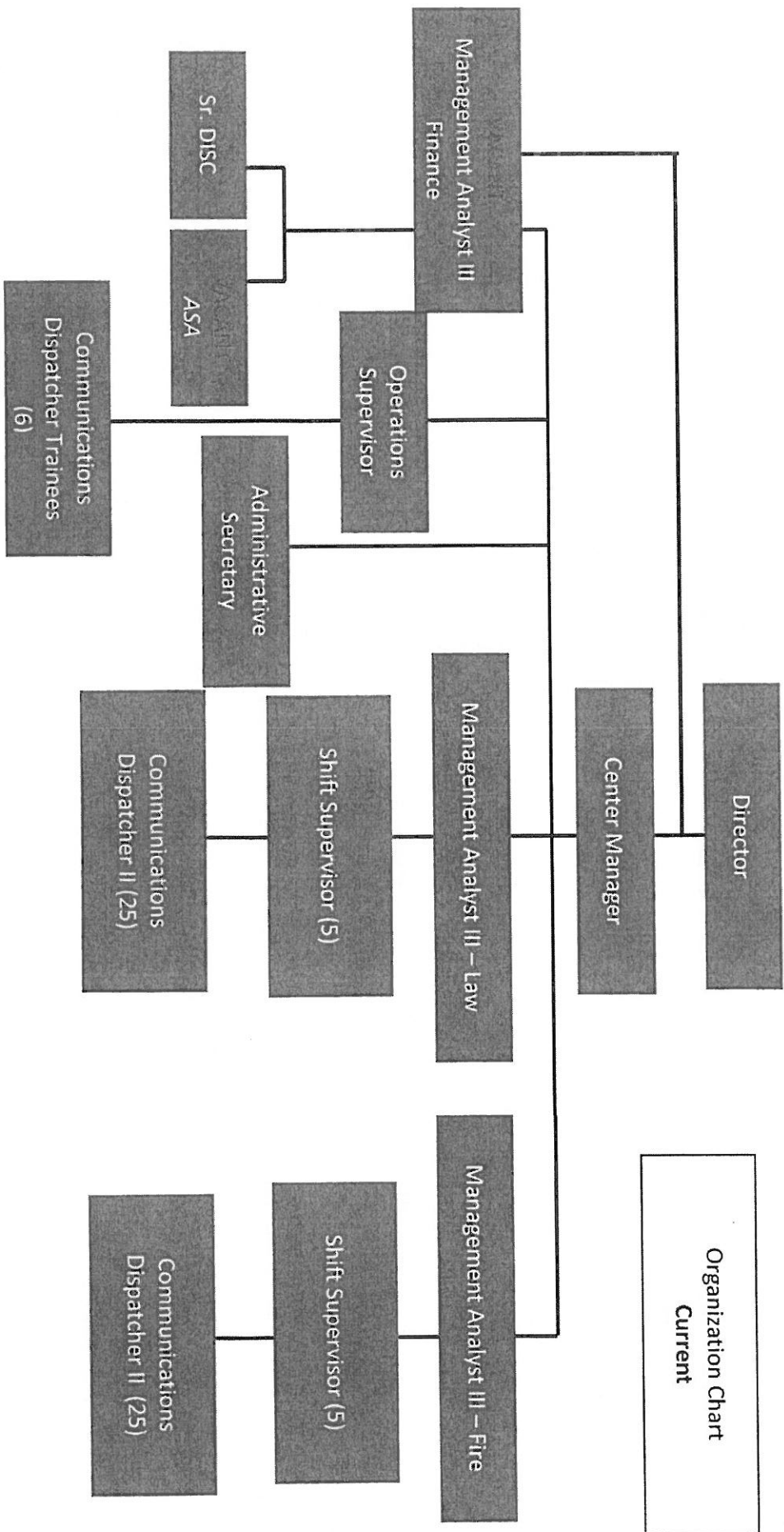
DEPARTMENT HEAD:	
Comments:	
Department Head Signature: <u></u>	Date: <u>5/20/19</u>

DEPARTMENTAL HR ANALYST:	
Class Recommendation: Finance Manager II	Class Code: 20B93
Departmental HR Analyst Signature: <u></u>	Date: <u>5/20/19</u>

FOR HRD USE ONLY:	
Approved Class Title: <u>FINANCE MANAGER II</u>	Class Code: <u>20B93</u>
HRD Classification Analyst Signature: <u></u>	Date: <u>5/20/19</u>
Distribution of HRD Job Class Determination: Rocio Quezada (CAO - Admin. Secretary) CAO Budget Analyst Departmental HR Analyst	

Handwritten initials

Emergency Communications Department

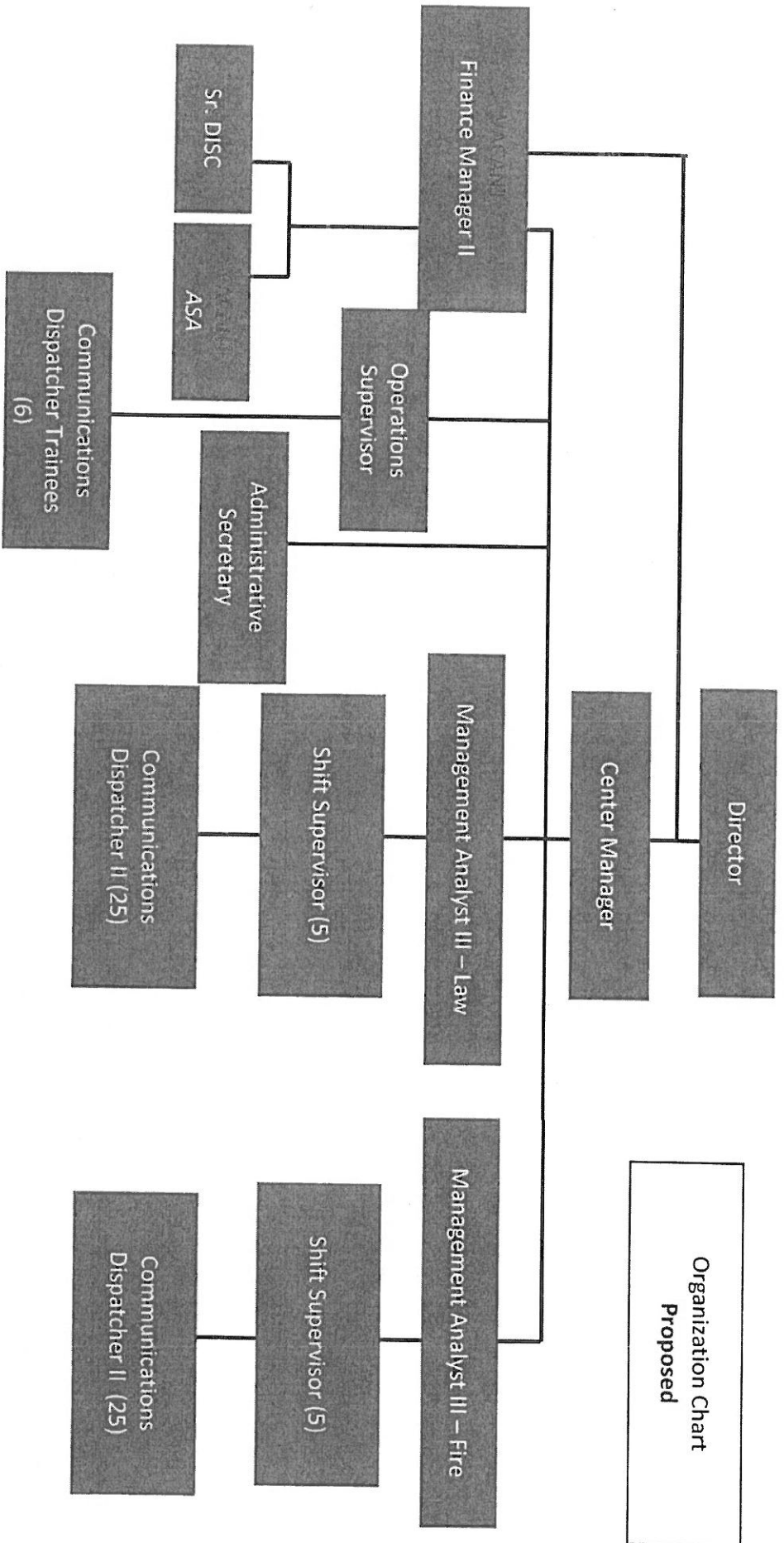


Lee Ann Magoski
 5/7/2019
 Lee Ann Magoski, Director

Authorized Positions: 75

Organization Chart
 Current

Emergency Communications Department



Organization Chart
Proposed

Lee Ann Magoski
5/24/19
Lee Ann Magoski, Director

Authorized Positions: 75