



**Budget Augmentations/Reallocations
Request to Classify Form
FY 2018-2019**

Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position by February 10, 2018. Submit the form to Amy Rodriguez, Associate Personnel Analyst in the Human Resources Department. Human Resources will notify you regarding the status of your request or if additional information is necessary. **A current and proposed organizational chart, with FTE counts, must be included with each request.**

Department/Division: Monterey County Sheriff / Fiscal

Budget Unit Number: 8224-Fiscal

Request for: ☒ New Allocation – 1.0 Accounting Clerical Supervisor

☐ Reallocation of Existing Position – Classification Title

☐ Position is
vacant

Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT) (see attached listing to identify appropriate code): NAREQ

Department Contact for Information: Name: Hye-Weon Kim, Finance Manager

Phone: Ext. 3749

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not</u> include verbiage directly from the class specification.
50%	Oversees the work of the Accounts Payable team, the Alarm Unit, the itinerant vendor permit desk, and Purchasing. The Accounting Clerical Supervisor (ACS) reviews all outgoing payments, new and modified purchase orders, inmate medical claims, ensures contracts are up to date, and coordinates the opening and closing of the fiscal year. The ACS also performs some of the Accounts Receivable functions such as DOJ, Supplemental Law Enforcement Services, prison deaths and extradition billings.
25%	Provides guidance to the Accounts Payable team, provides training when deemed necessary, evaluates and disciplines subordinate staff, and makes decisions on the more difficult duties of the Accounts Payable team.
15%	Prepares reports and works with management staff regarding various accounting issues.
10%	Ensures proper organization and maintenance of files, records and reference materials.

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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).

Steve Bee

Department Head Signature

7/17/2018

Date

Departmental HR Analyst:

Margaret Alig

Date:

07/17/18

Class Recommendation:

Accounting Clerical Supervisor

Class Code: 80J20

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved Class Title: Accounting Clerical Supv Class Code: 80J20

HRD Classification

Analyst:

Margaret Alig

Date: 10/15/2018

Distribution of HRD Job Class Determination:

☐ Requesting Department Head

☐ Ebby Johnson/CAO Budget Analyst

☐ Departmental HR Analyst

County Administrative Office



