



Legislation Details (With Board Report)

File #: 15-0867 **Name:** add Management Analyst I to Assessor's Office
Type: General Agenda Item **Status:** Passed
File created: 7/29/2015 **In control:** Board of Supervisors
On agenda: 9/15/2015 **Final action:** 9/15/2015
Title: a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Management Analyst I (14G02); and
b. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Exhibit A (Position Addition), 3. Completed Board Order

Date	Ver.	Action By	Action	Result
9/15/2015	1	Board of Supervisors	approved	

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Management Analyst I (14G02); and
- b. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Management Analyst I (14G02); and
- b. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

SUMMARY/DISCUSSION:

In order to ensure a highly trained, flexible workforce in a continuously budget challenged environment, the Assessor's Office is requesting to add a Management Analyst I to assist in the development and success of the reorganization of the Assessor-County Clerk-Recorder department. This position will be responsible for the coordination and facilitation of Individual Development Plans for the support staff. They will create and maintain training calendars and eventually monitor all other training requirements within the department such as State mandated and county trainings.

Reorganization of the support staff calls for strategic, consistent, and equitable training in the department's various units. The success of this model depends upon a highly effective and functional training scheme, which we hope to accomplish with the hire of a Management Analyst I. Therefore, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the County Counsel Office have reviewed and approved the recommended actions.

FINANCING:

There is no negative impact to the general fund as a result of this action. Due to salary and benefit savings of employees hired at lower steps and unexpected resignations, there are sufficient appropriations in the Assessor's (1180-ACR001-8003) FY 2015-16 Adopted Budget to cover the costs of approximately \$73,398 in salary and benefits. Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Corina Morgan, Finance Manager, x5821

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments:

Exhibit A (Position Addition)