



Legislation Details (With Board Report)

File #: RES 20-020 **Name:** Add SOA I to Assessor
Type: BoS Resolution **Status:** Passed - Assessors' Office
File created: 2/4/2020 **In control:** Board of Supervisors
On agenda: 3/3/2020 **Final action:** 3/3/2020

Title: Consider adopting a resolution to:
a. Amend the Assessor’s Department Budget (1180-ACR001-8003) to add one (1) Supervising Office Assistant I (80E81); and
b. Authorize the County Administrative Office to incorporate the position changes in the FY 2019-20 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Exhibit A (position addition), 3. Resolution, 4. Item No. 23 Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
3/3/2020	1	Board of Supervisors	adopted - assessors office	Pass

Consider adopting a resolution to:
a. Amend the Assessor’s Department Budget (1180-ACR001-8003) to add one (1) Supervising Office Assistant I (80E81); and
b. Authorize the County Administrative Office to incorporate the position changes in the FY 2019-20 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors to approve:

- a. Amend the Assessor’s Department Budget (1180-ACR001-8003) to add one (1) Supervising Office Assistant I (80E81); and
- b. Authorize the County Administrative Office to incorporate the position changes in the FY 2019-20 Adopted Budget.

SUMMARY/DISCUSSION:

The Assessor-County Clerk/Recorder is requesting to add one (1) Supervising Office Assistant I that is exclusively dedicated to the Change in Ownership section of the Assessor’s office. This position will ensure the day-to-day operations, provide supervision, appropriate technical and clerical assistance regarding complex matters as it relates to Change in Ownership. This position will oversee the in-depth analysis and processing of over 15,000 recorded documents.

The addition of a Supervising Office Assistant I will provide the dedication and efficiency that the Change of Ownership section requires to meet deadlines and to provide the necessary services for customers.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the recommended actions. This request was supported by the Budget Committee at its February 26, 2020 meeting.

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 2019-20 Adopted Budget to cover the costs of approximately \$28,824 in salary and benefits. Transactions relating to future fiscal years will be included in each respective recommended budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This report correlates to the Administration Strategic Initiatives adopted by the Board of Supervisors by allowing the Assessor's Department to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Corina Morgan, Finance Manager, x5821

Approved by: _____

Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments:

Exhibit A (Position Addition)

Resolution