County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legislation Details (With Board Report)

File #:	14-123	**Name:**	Treasurer-Tax Collector Reallocation from SAC to AT
Type:	General Agenda Item	**Status:**	Passed
File created:	2/7/2014	**In control:**	Board of Supervisors
On agenda:	2/25/2014	**Final action:**	2/25/2014
Title:	a. Amend FY 2013-14 Treasurer-Tax Collector, Tax Division Unit 8263 to delete one Senior Account Clerk (80J22) and add one Accounting Technician (80J30) as indicated in the attached Exhibit A; and b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department's Budget as approved by the Board.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Exhibit A - Reallocation Details, 2. Completed Board Order		

Date	Ver.	Action By	Action	Result
2/25/2014	1	Board of Supervisors	approved	

a. Amend FY 2013-14 Treasurer-Tax Collector, Tax Division Unit 8263 to delete one Senior Account Clerk (80J22) and add one Accounting Technician (80J30) as indicated in the attached Exhibit A; and
b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department's Budget as approved by the Board.

RECOMMENDATION:

It is recommended that effective March 8, 2014, the Board of Supervisors:

a. Amend FY 2013-14 Treasurer-Tax Collector, Tax Division Unit 8263 to delete one Senior Account Clerk (80J22) and add one Accounting Technician (80J30) as indicated in the attached Exhibit A; and
b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department's Budget as approved by the Board.

SUMMARY/DISCUSSION:

There is presently a vacant Senior Account Clerk position budgeted in the Treasurer-Tax Collector's, Tax Division. To more appropriately address current operating needs within the Department, the Treasurer is requesting the reallocation of the Senior Account Clerk to an Accounting Technician. The Accounting Technician will act as the department's Accounts Payable Coordinator, perform analyses and payment verifications in the remittance processing system, conduct research to locate unregistered Transient Occupancy Tax operators and perform budget analysis as necessary.

For these reasons, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

Human Resources and CAO-Budget concur with this action.

FINANCING:

There is no negative impact to the general fund as a result of this reallocation. The anticipated increase in cost from this action is estimated to be $1,632. The Treasurer will absorb the increase in expenditures within the

current Board approved FY 2013-14 appropriations. The projected increase for FY 14-15 is $4,617 and will be absorbed in the Department's FY 14-15 allocation.

Prepared by: Maria Gomes, Finance Manager II, x5492

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5015

Attachments:
Exhibit A - Reallocation Details