

County of Monterey

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

Legislation Details (With Board Report)

File #: 12-599 Name: Request to Classify OAII to Acct Clerk

Type: General Agenda Item Status: Passed

File created: 6/19/2012 In control: Board of Supervisors

On agenda: 7/10/2012 Final action: 7/10/2012

Title: a. Amend the FY 2012-13 Auditor-Controller Budget 1110, Unit 8011 to reallocate one Office Assistant

II to Account Clerk and;

b. Authorize the County Administrative Office to incorporate approved position changes in the FY 2012

-13 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Attachment A Auditor-Controller.pdf, 2. RTC OA II to AC.pdf, 3. Completed Board Order

Date	Ver.	Action By	Action	Result
7/10/2012	1	Board of Supervisors	approved	

- a. Amend the FY 2012-13 Auditor-Controller Budget 1110, Unit 8011 to reallocate one Office Assistant II to Account Clerk and;
- b. Authorize the County Administrative Office to incorporate approved position changes in the FY 2012-13 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the FY 2012-13 Auditor-Controller Budget 1110, Unit 8011 to reallocate one Office Assistant II to Account Clerk and:
- b. Authorize the County Administrative Office to incorporate approved position changes in the FY 2012-13 Adopted Budget.

SUMMARY/DISCUSSION:

Since the implementation of the CGI Technologies' Advantage Systems, workload and required system knowledge has increased for Payroll, Accounts Payable and the Help Desk. Staffing at the level of an Account Clerk, instead of an Office Assistant II, will allow the incumbent to provide much needed assistance for Payroll, Accounts Payable and the Help Desk, while still providing customer service to walk in and telephone clients. The recommendation will be a cost effective reallocation.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and concurs with the recommended action.

FINANCING:

File #: 12-599, Version: 1

This action will result in an annualized increase in salary and benefits cost of approximately \$1,950. The additional cost will be absorbed in the 2012-13 Adopted Budget for the Office of the Auditor-Controller. The will be no additional appropriations needed from the General Fund.

Prepared by: Nairi Davis, Associate HR Analyst, 755-5092

Approved by: Al Friedrich, Assistant Auditor-Controller, 755-5343

Attachments:

Attachment A, Auditor-Controller Request to Classify OA II to Account Clerk