



Legislation Details (With Board Report)

File #: RES 20-005 **Name:** Reallocate-Retitle FMII to Deputy Treasurer-Tax Collector

Type: BoS Resolution **Status:** Passed - Treasurer Tax Collector

File created: 1/21/2020 **In control:** Board of Supervisors

On agenda: 2/4/2020 **Final action:** 2/4/2020

Title: Adopt Resolution to:
a. Amend Treasurer-Tax Collector Property Tax Budget Unit 1170-8263-001-TRE001 to reallocate one (1.0) vacant Finance Manager II to one (1.0) Deputy Treasurer-Tax Collector; and
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A - REVISED VIA SUPPLEMENTAL, 3. Attachment A - REVISED VIA SUPPLEMENTAL, 4. Item No. 26 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
2/4/2020	2	Board of Supervisors	adopted - treasure tax collector	Pass

Adopt Resolution to:
a. Amend Treasurer-Tax Collector Property Tax Budget Unit 1170-8263-001-TRE001 to reallocate one (1.0) vacant Finance Manager II to one (1.0) Deputy Treasurer-Tax Collector; and
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

It is recommended that the Board of Supervisors:

- a. Adopt a Resolution to amend Treasurer-Tax Collector Property Tax Budget Unit 1170-8263-001-TRE001 to reallocate one (1.0) vacant Finance Manager II to one (1.0) Deputy Treasurer-Tax Collector; and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY:

The Treasurer-Tax Collector (TTC) is requesting Board of Supervisors approval to reallocate a vacant Finance Manager II position to Deputy Treasurer-Tax Collector in order to recruit a high-level, qualified candidate to manage the department’s Tax Division.

DISCUSSION:

The department of the Treasurer-Tax Collector (TTC) is comprised of three distinctive divisional units: Tax, Revenue, and Treasury. In previous years, efforts to recruit qualified candidates to manage the Revenue Division and the Treasury required reallocating the vacant positions to higher levels. The two separate reallocations resulted in identifying the division management positions at equivalent levels of responsibility, accountability, and compensation.

The management position for the TTC’s Property Tax division has been classified as a Finance Manager II for many years. As manager of the Tax division, this position performs high level administrative and management responsibilities, directing division management, staff, and operations. In the past several years, the oversight responsibilities of the position have also increased due to adoption of the cannabis business tax and business license ordinances, as well as expanded Transient Occupancy Tax program requirements related to short-term rentals. The recent retirement of the former incumbent and the urgent need to recruit a qualified successor supports reallocating the position to more appropriately recognize the duties, level of responsibility, and essential role in the department on a par with the higher-level management positions of the department’s other two divisions. The recommended position change is detailed below:

Treasurer-Tax Collector Property Tax Unit 1170-8263-001-TRE001

<u>Classification</u>	<u>Class Code</u>	<u>Current FTE</u>	<u>FTE Change</u>	<u>Revised FTE</u>
Finance Manager II	20B93	1.0	(1.0)	0.0
Deputy Treasurer-Tax Collector	14C47	0.0	1.0	1.0

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has approved the “Request to Classify” and supports the reallocation. The Board’s Budget Committee approved supporting the recommendations at its meeting on January 29, 2020.

FINANCING:

The FY 2019-20 impact of the recommended reallocation is estimated not to exceed \$5,940, which will be absorbed through salary savings. The annualized cost difference, approximately \$19,400, will be addressed in the annual budget process for FY 2020-21.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative for providing transparency and accountability in the billing, collection, management, banking, investment, and reporting of County and other public agency funds.

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

Prepared by: Mari Beraz, Assistant Treasurer-Tax Collector, x5112

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

All attachments are on file with The Clerk of the Board:
Board Report
Attachment A: Reallocate DTTC Resolution-02.04.20

