



Legislation Details (With Board Report)

File #: RES 22-033 **Name:** Retile Deputy Treasurer-Tax Collector to Chief Deputy Treasurer-Tax Collector

Type: BoS Resolution **Status:** Passed - Human Resources Department

File created: 1/31/2022 **In control:** Board of Supervisors

On agenda: 2/8/2022 **Final action:** 2/8/2022

Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classification of Deputy Treasurer-Tax Collector to Chief Deputy Treasurer-Tax Collector as indicated in Attachment A;
b. Amend the Office of the Treasurer-Tax Collector Budget Unit 1170-8266-Fund 001-Appropriation Unit TRE001 to reallocate one (1) Treasury Manager to one (1) Chief Deputy Treasurer-Tax Collector as indicated in Attachment A;
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 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, 3. Resolution, 4. Completed Board Order Item No. 38, 5. Completed Resolution Item No. 38

Date	Ver.	Action By	Action	Result
2/8/2022	1	Board of Supervisors	adopted - human resources department	Pass

Adopt a Resolution to:
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c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classification of Deputy Treasurer-Tax Collector to Chief Deputy Treasurer-Tax Collector as indicated in Attachment A;
b. Amend the Office of the Treasurer-Tax Collector Budget Unit 1170-8266-Fund 001-Appropriation Unit TRE001 to reallocate one (1) Treasury Manager to one (1) Chief Deputy Treasurer-Tax Collector as indicated in Attachment A;
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Office of the Treasurer-Tax Collector submitted a request for a classification study for its two (2) Deputy Treasurer-Tax Collector incumbents and one (1) vacant Treasury Manager position. The Human Resources Department conducted a review and analysis of the request, and it was determined that a classification study was not necessary as it was identified that there are no significant recommended changes to the duties and qualifications of the current Deputy Treasurer-Tax Collector classification specification.

As such, it is recommended to retitle the Deputy Treasurer-Tax Collector classification to Chief Deputy Treasurer-Tax Collector as it more appropriately reflects the level of the position and maintains consistency in the titling of classifications. In addition, it is recommended to reallocate one (1) Treasury Manager position to one (1) Chief Deputy Treasurer-Tax Collector to provide the Office with flexibility for cross training and succession planning.

OTHER AGENCY INVOLVEMENT:

The Office of the Treasurer-Tax Collector has reviewed and concurs with these recommendations.

FINANCING:

These recommendations do not have any anticipated budget impact as the retitle has no recommended changes to the salary and benefits of the classification and both classifications in the reallocation request have identical salaries and benefits.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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

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Attachment:
Attachment A
Resolution