



County of Monterey

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

Board Report

File #: 14-204, **Version:** 1

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Account Clerk (80J21) to one (1) Office Assistant III (80E22); and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2013-14 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:

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Account Clerk (80J21) to one (1) Office Assistant III (80E22); and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2013-14 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

Currently, there is a vacant Account Clerk position budgeted in the Assessor's Department. To more appropriately address the current operating needs within the Department, the Assessor is requesting the reallocation of the Account Clerk to an Office Assistant III. The Office Assistant III will perform a variety of complex clerical functions involving the analysis of State laws and rules, County Change of Ownership and Property Transfer procedures and policies. They will also determine eligibility and application of exclusions in accordance with the Revenue and Property Tax Laws.

The scope of duties has changed to varied, complex clerical work. The position no longer requires the accounting skills that the title of Account Clerk suggests. Therefore, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department, County Counsel Office, and County Administrative Office have reviewed and approved the recommended actions.

FINANCING:

There is no negative impact to the general fund as a result of this reallocation. There is no anticipated increase in costs from this action as the current position is budgeted at the highest step level and we expect to hire an Office Assistant III at a lower step resulting in salary savings of approximately \$1,003 to the FY 2013-14 Adopted Budget (1180-ACR001-8003). Transactions relating to future fiscal years will be included in each

respective recommended budget.

Prepared by: Corina Morgan, Finance Manager, x5821

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments: Exhibit A (Position Reallocation)