



County of Monterey

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

Board Report

File #: 12-599, **Version:** 1

- 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:

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. There 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

