



## Legislation Details (With Board Report)

<b>File #:</b>	BC 20-006	<b>Name:</b>	Reallocate one (1.0) vacant FTE Finance Manager II to 1.0 FTE Deputy Treasurer-Tax Collector
<b>Type:</b>	Budget Committee	<b>Status:</b>	Agenda Ready
<b>File created:</b>	1/14/2020	<b>In control:</b>	Budget Committee
<b>On agenda:</b>	1/29/2020	<b>Final action:</b>	
<b>Title:</b>	a. Support reallocating one (1.0) vacant FTE Finance Manager II to 1.0 FTE Deputy Treasurer-Tax Collector in Treasurer-Tax Collector Property Tax Unit 1170-8263-001-TRE001; and b. Support directing 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:

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### Code sections:

**Attachments:** 1. Budget Committee Report

Date	Ver.	Action By	Action	Result
1/29/2020	1	Budget Committee		

- a. Support reallocating one (1.0) vacant FTE Finance Manager II to 1.0 FTE Deputy Treasurer-Tax Collector in Treasurer-Tax Collector Property Tax Unit 1170-8263-001-TRE001; and  
b. Support directing 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.

### RECOMMENDATION:

It is recommended that the Budget Committee:

- a. Support reallocating one (1.0) vacant FTE Finance Manager II to 1.0 FTE Deputy Treasurer-Tax Collector in Treasurer-Tax Collector Property Tax Unit 1170-8263-001-TRE001; and  
b. Support directing 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 TTC is requesting that the Budget Committee support reallocation of a vacant Finance Manager II position to Deputy Treasurer-Tax Collector in order to recruit a high-level, qualified individual 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, individual efforts to recruit qualified candidates to manage the Revenue Division and the Treasury required reallocating the vacant positions to their current levels. These actions subsequently resulted in identifying the two division management positions at equal levels of responsibility, accountability, and compensation. The long-time incumbent manager of the Tax division was classified as a Finance Manager II. Though encouraged to do so, she never sought reclassification to match the higher level of her two division management peers.

The Property Tax division manager must perform high level administrative and management responsibilities directing division management, staff, and operations. In the past several years, management responsibilities have also increased due to adoption of the cannabis business tax and business license ordinances, and the additional Transient Occupancy Tax program changes related to short-term rentals. Following the incumbent's retirement at the end of December 2019, it is necessary to reallocate the vacant position in order to recruit for this critical role at an appropriate level. The urgent need to hire a qualified professional to assume the management duties of the division justifies reallocation of the position to more appropriately recognize its duties, level of responsibility, and essential role in the department on a par with the department's other two division heads.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has approved the request to classify and supports the recommended action.

FINANCING:

The FY 2019-20 impact related to the reallocated classification 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

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Attachments:  
Board Report