



County of Monterey

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

Board Report

File #: 19-0422, **Version:** 1

Approve an advanced placement at Step 5 for Burcu Mousa, selected for the position of Assistant Auditor-Controller, effective June 11, 2019 in accordance with Personnel Policies and Practices Resolution No. 98-394, Section A.1.11.1.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve an advanced placement at Step 5 for Burcu Mousa, selected for the position of Assistant Auditor-Controller, effective June 11, 2019 in accordance with Personnel Policies and Practices Resolution No. 98-394, Section A.1.11.1.

SUMMARY/DISCUSSION:

Ms. Burcu Mousa was offered the position of Assistant Auditor-Controller, by the Auditor-Controller, Rupa Shah. She has agreed to accept the position at Step 5 of the salary range. This action which would result in an increase of approximately 18% above her current salary.

Placement at advanced step may be requested to compensate employees commensurate with their specialized knowledge, skills, years of relevant experience, and recognition of their current compensation. Pursuant to the provisions of the Personnel Policies and Practices Resolution (PPPR) #98-394, Board of Supervisors' approval is required to authorize placement above Step 3 in Unit Y.

The Auditor-Controller hired the executive search firm of Avery and Associates to recruit for the position of Assistant Auditor-Controller. The search was conducted twice, first in December of 2018 and again in March of 2019. Of the eight candidates referred to the Auditor-Controller, Ms. Mousa is the only candidate with relevant experience in multiple areas (Government Accounting and Audit). She is also an internal candidate, which supports the department in succession planning as promoted by the Board. In addition, she has a bachelor's degree in Business Administration with a concentration in Professional Accounting and is a licensed CPA.

Ms. Mousa has been employed with the Auditor-Controller's Office for 2.5 years as the Chief Deputy of the General Accounting Division. Upon her hire in November 2016, Ms. Mousa was assigned to the Enterprise Resource Planning Upgrade as the lead for the financial systems and remained in this role through project completion. Under her leadership the General Accounting Division has continued to receive the Certificate of Achievement for Excellence in Financial Reporting for the County's Comprehensive Annual Financial Report from the Government Finance Officers Association. Other accomplishments include leading the efforts to provide Continuing Professional Education (CPE) and training opportunities to County accounting and finance staff through various internal efforts and external avenues, and to streamline the Cost Plan process and provide education on the purpose and benefits of the County Cost Allocation Plan.

Prior to her employment in County government, Ms. Mousa spent seven years working for CPA firms performing and managing audits for government entities. This experience proved instrumental in her being successful in the current Chief Deputy role at the Office of the Auditor-Controller. Her varied experience in

accounting, auditing, and finance, and possession of a CPA license make her an ideal candidate for this position.

In consideration of her relevant experience in multiple areas, her educational background, and difficulty of recruiting, approval is requested to place Ms. Mousa at Step 5 of the County's current salary range for the position of Assistant Auditor-Controller.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and the Human Resources Department have reviewed this report.

FINANCING:

The Assistant Auditor-Controller position is included in the Auditor-Controller's FY 2018-19 adopted budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative. The recommended action demonstrates the Auditor-Controller's Office commitment to meeting this Board initiative by recruiting and retaining a diverse and talented work force that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

☐ Economic Development
☒ Administration
☐ Health & Human Services
☐ Infrastructure
☐ Public Safety

Prepared by: Nairi Davis, Senior Personnel Analyst, 755-5092

Approved by: Rupa Shah, CPA, Auditor-Controller, 755-5040

Attachments:
Board Report