



## Legislation Details (With Text)

**File #:** 24-0322 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 2/7/2024 **In control:** Board of Supervisors

**On agenda:** 3/5/2024 **Final action:** 3/5/2024

**Title:** Auditor-Controller recommending the Board:  
1) Approve and adopt the revised department-specific classification of Accounting Systems Administrator; and  
2) Adopt and authorize the Chair to sign Resolution 038-2024 to approve the addition of 1.0 full time equivalent Accounting Systems Administrator allocation in the Auditor-Controller's Office.

**FUNDING:** General Fund, various state and federal funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Position Allocation ltr signed, 2. B - AC Resolution for Position Allocation, 3. C - AC Position Allocation Blue Route, 4. D - Accounting Systems Administrator REDLINE, 5. E - Accounting Systems Administrator FINAL, 6. Executed Resolution 038-2024

Date	Ver.	Action By	Action	Result
3/5/2024	1	Board of Supervisors	Approved	Pass

Auditor-Controller recommending the Board:

1) Approve and adopt the revised department-specific classification of Accounting Systems Administrator; and

2) Adopt and authorize the Chair to sign Resolution **038-2024** to approve the addition of 1.0 full time equivalent Accounting Systems Administrator allocation in the Auditor-Controller's Office.

**FUNDING:** General Fund, various state and federal funding.

### DISCUSSION / BACKGROUND

The Auditor-Controller's Office has an immediate need for an Accounting Systems Administrator to enhance and support the use of various Microsoft Access databases. The currently used version of Access (v.2019) is approaching end-of-life, so a foreseeable conversion, project development, and overall support of Access databases will be required by the Auditor-Controller's Office. Access development and possible conversion will be the initial expectation of this position, followed by continued maintenance, troubleshooting, and enhancements.

In Fiscal Year 2020-2021, the County created an ERP support division that included new ERP Analyst classifications. Allocations for these positions were provided to the CAO's Office, Information Technologies, and the Auditor's Office. The requirements for the continued support of FENIX, the County's timekeeping system - Kronos - and other county-wide programs continue to expand due to additional conversions, persistent software problems, and general maintenance. This position would act as a lead to the ERP team to provide project management and high-level technical assistance to the Auditor's Office, and system support to departments.

The continuous and immediate needs of system security updates for Auditor-Controller staff requires

support of a dedicated system administrator. System updates are complex and should be managed with regular audits to maintain the integrity of the system. The financial system's problems often require immediate attention. Having a dedicated administrator in the Auditor's Office in collaboration with fiscal management and IT will greatly assist in identifying the immediate updates required to handle day to day operations while maintaining proper security. In addition to managing the Auditor's Office security revisions, this position would also conduct audits of system updates conducted by IT for departments.

The Auditor's Office works daily with IT to process files from HHSA fiscal programs: CalSAWS (public assistance case management program) and Panoramic (Public Guardian and General Assistance). This includes transforming and importing financial data from HHSA's programs into FENIX so that checks may be securely printed from FENIX. This process requires constant troubleshooting between Auditor, IT, and the State of California; this position could assist in these daily troubleshooting needs. Additionally, this position may provide project management and technical support for process improvements needed for check printing initiated by these programs. The planned improvements to the check issuance processes are critical to financial and banking security.

Although this position's focus will be providing technological analyses and financial system support to the Auditor's Office, the position is also directly relevant to all financial software functions within the County, thus they may be required to work with and support other departments.

## **ALTERNATIVES**

The Board could refuse this allocation. The Auditor's Office will increase its reliance on IT for systems they are willing to help with, and may need to contract with an outside vendor in order to maintain such programs as Access.

## **PRIOR BOARD ACTION**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources

Managers' Association

## **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

## **FINANCIAL IMPACT**

This position will be funded by salary savings for the current Fiscal Year (approximately \$45,000). For future years, the approximate annual cost of the position (\$167,000) will be partially funded from billings to state/federal funded departments, with the remainder being General Fund.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

## **STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Joe Harn