

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
November 7, 2006**

**AGENDA TITLE:** Personnel Allocation Resolution Amendment for Treasurer/Tax Collector

**DEPARTMENT:** CAO - Human Resources

**DEPT SIGNOFF:**

**CAO USE ONLY:** C

**CONTACT:** Laura Gill

*Laura Gill*

*10/26/06*

**DATE:** 10/19/2006      **PHONE:** X5530

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

Staff recommends the Board of Supervisors adopt the attached Resolution amending the Personnel Allocation for the Treasurer/Tax Collector to delete two Supervising Accountant-Auditor classifications and add two Accounting Division Manager - T/TC allocations to provide management to fiscal employees within specific divisions of the Treasurer/Tax Collector's office.

**CAO RECOMMENDATIONS:** *Recommend approval Laura S. Gill*  
*10/30/06*

Financial impact? ( ) Yes (X) No

Funding Source: ( ) Gen Fund ( ) Other

**BUDGET SUMMARY:**

Other:

Total Est. Cost	\$0.00
<b>Funding</b>	
Budgeted _____	
New Funding _____	
Savings _____	
Other _____	
Total Funding _____	\$0.00
<b>Change in Net County Cost</b>	\$0.00

**CAO Office Use Only:**

4/5's Vote Required	( ) Yes (X) No
Change in Policy	( ) Yes (X) No
New Personnel	( ) Yes (X) No

**CONCURRENCES:**

Risk Management	_____
County Counsel	_____
Other	_____

**\*Explain** Department has funding available for position at the higher classification.

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or  
**Ayes:**  
**Noes:**  
**Abstentions:**  
**Absent:**

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**

**Date:** \_\_\_\_\_

**Attest:** Cindy Keck, Board of Supervisors Clerk

**By:** \_\_\_\_\_

*23*

***El Dorado County  
Chief Administrative Office  
Interoffice Memorandum***

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**DATE:** October 25, 2006  
**TO:** Board of Supervisors  
**FROM:** Laura S. Gill, Chief Administrative Officer *Laura S. Gill*  
**SUBJECT:** Personnel Allocation Resolution Amendment for Treasurer/Tax Collector

**Recommendation:**

Staff recommends the Board of Supervisors adopt the attached Resolution amending the Personnel Allocation for the Treasurer/Tax Collector to delete two Supervising Accountant-Auditor classifications and add two Accounting Division Manager - T/TC allocations to provide management to fiscal employees within specific divisions of the Treasurer/Tax Collector's office.

**Reason for Recommendation:**

The Treasurer/Tax Collector has had difficulty filling the position of Supervising Accountant/Auditor. I asked Human Resources to analyze the problem and offer solutions. Staff analyzed the failed recruitments, surveyed other local agencies' salaries for similar classifications, and analyzed the structure of the department. Ultimately, staff found that the supervisory structure of the department could be improved. Currently, the department consists of three divisions, two of which are supervised by Supervising Accountant/Auditors. The remaining division is supervised by an Accounting Division Manager – T/TC. These three positions are the only positions in the department responsible for direct supervision of line staff. By upgrading the two Supervising Accountant/Auditor allocations to Accounting Division Manager – T/TC's, the department should be better equipped to attract candidates that have the supervisory experience and skills to independently manage a division.

**Fiscal Impact:**

The Treasurer/Tax Collector has indicated that salary savings generated by vacancies will offset the higher salary costs for these positions in this fiscal year.

**Action to be Taken Following Approval:**

Human Resources will update the personnel allocation accordingly.



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO  
AMENDING THE AUTHORIZED PERSONNEL ALLOCATION RESOLUTION  
WITHIN EL DORADO COUNTY**

**BE IT RESOLVED AND ORDERED**, that the El Dorado County Board of Supervisors authorize the Director of Human Resources to make any technical corrections if needed;

**NOW BE IT FURTHER RESOLVED AND ORDERED**, that the Board of Supervisors of El Dorado County does hereby amend, modify and/or alter its Authorized Personnel Allocation Resolution of Positions of El Dorado County as set forth below:

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Grand Total
Treasurer/Tax Collector	3306	Supervising Accountant-Auditor	2	1	0	0
Treasurer/Tax Collector	0191	Accounting Division Manager – T/TC	1	1	3	3

Laura S. Gell  
Director of Human Resources

10/30/06  
Date

Department Head confirms that the above represents the department's current and proposed allocation of positions.

C.L. Rappety  
Department Head

10-20-06  
Date

Resolution No. \_\_\_\_\_

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 2006, by the following vote of said Board:

**Ayes:**

**Noes:**

**Absent:**

**Attest:**

Cindy Keck

Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk Chairman, Board of Supervisors

**I CERTIFY THAT:**

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**Attest:** CINDY KECK, Clerk of the Board of Supervisors  
of the County of El Dorado, State of California.

By: \_\_\_\_\_  
Deputy Clerk