



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

June 1, 2015

Board of Supervisors
County of El Dorado
330 Fair Lane
Placerville, California 95667

Subject: Request for Modified Position Allocation-Auditor-Controller's Office

Ladies and Gentlemen:

I am requesting a modification to the Authorized Personnel Allocation for my office. I am requesting that one Departmental Analyst I/II be added and that one Administrative Technician position be deleted.

The Administrative Technician that I have assigned to Payroll since 2007 has a four year degree from California State University, Sacramento and an Accounting Certificate from the Los Rios Community College District. This individual has received the most training related to the new CalPERS electronic reporting requirements. The duties that this individual has been assigned used to be assigned to a Senior Payroll Benefits Specialist until around 2010.

HHSA is currently recruiting for a Departmental Analyst I/II to do payroll and my aforementioned Administrative Technician is the best qualified candidate in the County. As we work in the Auditor-Controller's Office to implement the ERP, it will be problematic to lose this individual at this time.

In the event that your Board honors my request, I will pay for this additional compensation without additional appropriations.

If you have any questions, please contact me.

Sincerely,

Joe Harn, CPA
Auditor-Controller