

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

Meeting of
January 9, 2007

AGENDA TITLE: Personnel Allocation Resolution Amendment for Auditor-Controller

DEPARTMENT: CAO - Human Resources	DEPT SIGNOFF:	CAO USE ONLY: <i>C</i> <i>[Signature]</i> 12/28/06
CONTACT: Laura Gill		
DATE: 12/27/2006 PHONE: X5530		

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Staff recommends the Board of Supervisors 1) adopt the attached Resolution amending the Personnel Allocation for the Auditor-Controller to delete one Payroll Benefits Specialist and add one Senior Payroll Specialist to reflect the increasing complexity of administering the payroll function, 2) adopt the Salary Resolution establishing the salary, bargaining unit and classification of Sr Payroll Specialist; and 3) approve the job specification.

CAO RECOMMENDATIONS: *Recommend approval. Laura A. Gill* 12/28/06

Financial impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source: <input checked="" type="checkbox"/> Gen Fund <input type="checkbox"/> Other
BUDGET SUMMARY:	Other: _____
Total Est. Cost \$3,000.00	CAO Office Use Only:
Funding	4/5's Vote Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Budgeted _____	Change in Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Funding _____	New Personnel <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Savings \$3,000.00	CONCURRENCES:
Other _____	Risk Management _____
Total Funding \$3,000.00	County Counsel _____
Change in Net County Cost \$0.00	Other _____

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

BOARD ACTIONS:

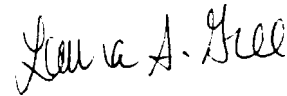
Vote: Unanimous _____ Or _____	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors
Ayes: _____	
Noes: _____	
Abstentions: _____	
Absent: _____	
Rev. 604 ISKW001 Agenda	Date: _____
	Attest: Cindy Keck, Board of Supervisors Clerk
	By: _____

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

December 28, 2006

TO: Board of Supervisors

FROM: Laura S. Gill, Acting Human Resources Director



SUBJECT: New Job Specification, Salary Range and Bargaining Unit – Sr. Payroll Specialist

Recommendation:

Staff recommends the Board of Supervisors 1) adopt the attached Resolution amending the Personnel Allocation for the Auditor-Controller to delete one Payroll Benefits Specialist and add one Senior Payroll Specialist to reflect the increasing complexity of administering the payroll function, 2) adopt the Salary Resolution establishing the salary, bargaining unit and classification of Sr. Payroll Specialist; and 3) approve the job specification.

Reason for Recommendation:

The job specification, salary range and bargaining unit are included for the new classification of Sr. Payroll Specialist in the Auditor-Controller's Office. The salary for the Sr. Payroll Benefits Specialist is recommended to be set 10.0% above Payroll Benefit Specialist in recognition of the increasing complexity of payroll processing. This new classification is assigned to the Confidential unit, as are the other payroll positions in that department.

Fiscal Impact:

The additional cost for the position for the remainder of FY 2006-07 is approximately \$3,000. The department has sufficient salary savings to offset the additional cost. There is no change to net County cost.

Action to be Taken Following Approval:

Human Resources will ensure the approved job specifications are added to the County's website, will ministerially amend the salary table, and will initiate recruitments as requested.



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	Change Proposed	Grand Total
Auditor-Controller	3304	Payroll Benefits Specialist	1	1	-1	0
Auditor-Controller	3309	Senior Payroll Specialist	0	0	+1	1

Laura A. Ghee

Director of Human Resources

12/28/06

Date

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

Department Head

Date

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 _____, 2007, by the following vote of said Board:

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

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



RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
AMENDING THE SALARY SCHEDULE OF EL DORADO COUNTY**

WHEREAS, regulation of compensation of officers and employees of the County may be fixed by resolution of the Board of Supervisors; and

WHEREAS, the Salary Schedule of El Dorado County requires modification from time to time;

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

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED that the El Dorado County Board of Supervisors amends the El Dorado County Salary Schedule as follows

Class#	Class Title	BU	Hourly Salary Range
3309	Sr Payroll Specialist	CO	\$23.66- \$28.75

Laura A. Gill
Director of Human Resources

12/28/06
Date

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 _____, 2007, by the following vote of said Board:

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

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

SENIOR PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs complex administrative, organizational, systems, statistical and community liaison work and other analyses and staff support related to the Auditor's payroll division; performs professional development, implementation and administration of department/program policy and procedure; may provide lead direction to staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced and/or lead level in the Auditor's payroll division, responsible for performing complex, technical, specialized and difficult analytical payroll work. Projects may include statistical analyses, operations support, policy and procedure development, or other areas specific to the Auditor's payroll division. Incumbents may provide lead direction and project supervision to staff, and may have specific program responsibility. Incumbents are expected to exercise independent judgment and make sound recommendations.

EXAMPLES OF DUTIES (Illustrative Only)

- Analyzes alternatives and makes recommendations regarding such matters as the division policies and procedures.
- Assists in the implementation of division goals and objectives.
- May provide direction and training for staff on a project and/or day-to-day basis.
- Confers with representatives of other governmental agencies, business and professional groups, vendors and the public.
- May provide liaison and staff support to a variety of committees.
- Prepares required reports for federal, state, county, department or other agencies.
- Plans and organizes projects related to the operations of the Auditor's payroll division.
- Determines analytical techniques and information gathering processes and obtains required information and data for analysis.
- Conducts a variety of projects related to the functions of the Auditor's payroll division.
- Discusses findings with management staff and makes recommendations based on results.
- Provides assistance to management and departmental staff on technical matters.
- Prepares correspondence and other written materials.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of analysis.
- Accounting principles and practices.
- Basic supervisory principles and practices.
- Financial/statistical/comparative analysis techniques and formulae.
- Applicable state and federal laws and regulations.
- Business computer applications.
- Correct English usage, including spelling, grammar and punctuation.

Skill in:

- Analyzing operational problems, evaluating alternatives and reaching sound conclusions.
- Interpreting and applying laws, regulations, policies and procedures.
- Developing, organizing, coordinating and implementing varied projects.
- Planning, assigning, directing and reviewing work of staff.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.
- Preparing clear, concise and complete written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in business or public administration or a related field, with at least six (6) semester units in accounting. Experience in the Auditor's payroll division may be substituted for the education on a year for year basis. At least one (1) year of experience in a public agency payroll setting is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.