



Legislation Details (With Text)

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Title: Assessor recommending the Board of Supervisors adopt and authorize the Chair to sign Resolution 149-2021 amending the authorized personnel allocation for the Assessor’s Office to add 1.0 full-time equivalent (FTE) Property Transfer Specialist, 1.0 FTE Office Assistant I/II, and 0.2 FTE Assessment Technician I/II/Sr.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A-Resolution Routing Sheet, 2. B-Assessor Resolution, 3. Executed Resolution 149-2021

Date	Ver.	Action By	Action	Result
11/16/2021	1	Board of Supervisors	Approved	Pass

Assessor recommending the Board of Supervisors adopt and authorize the Chair to sign Resolution **149-2021** amending the authorized personnel allocation for the Assessor’s Office to add 1.0 full-time equivalent (FTE) Property Transfer Specialist, 1.0 FTE Office Assistant I/II, and 0.2 FTE Assessment Technician I/II/Sr.

DISCUSSION / BACKGROUND

On September 21, 2021 (file #21-1451), the Board of Supervisors conceptually approved the addition of 3.2 FTEs to the Assessor’s Office. The additional employees are needed to address workflow changes associated with the new property tax administration system, as well as workload impacts of the passage of Proposition 19 (The Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfire or Natural Disasters Act), the surging real estate market, and the Caldor Fire.

The Assessor has worked with Human Resources to determine the appropriate classifications for 2.2 of the FTEs, and would like to move forward quickly with adding and recruiting for these positions while work continues to determine the appropriate classification for the remaining FTE.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

In March 2020, the Board approved an internal reorganization to better align staffing with the newly acquired property tax system. In that realignment, the depart added one Supervising Appraiser and deleted one Appraiser I/II/Sr., Added on Appraiser Aide and deleted on Assessment Technician I/II/Sr., and added one Transfer Specialist and deleted 1 Assessment Technician I/II/Sr. The additional Transfer Specialist position remains unfilled and the internal reorganization was terminated as part of the 2021/2022 budget.

In September 2021 the Board conceptually approved the addition of 3.2 full-time equivalent employees.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Staffing additions will increase salary cost by approximately \$150,000 in FY 2021-22 and \$300,000 for the following fiscal year. The funding was included in the FY 2021-22 Adopted Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Sufficient staffing in the Assessor's office to accomplish timely, fair and accurate assessments is congruent with the Good Governance goal of improving processes, deliver timely public service and provide a supportive culture for staff.

CONTACT

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