



County of El Dorado

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Legislation Details (With Text)

File #: 21-0006 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 12/14/2020 **In control:** Board of Supervisors
On agenda: 1/5/2021 **Final action:** 1/5/2021
Title: Chief Administrative Officer recommending the Board:
1) Approve and adopt the revised Treasurer-Tax Collector department-specific class specification: Treasury Investment Analyst (Title change from Treasury Qualitative Specialist); and
2) Adopt and authorize the Chair to sign Resolution 204-2021 to:
a) Approve the abovementioned title change; and
b) Approve a new salary range for Accounting Division Manager Treasurer-Tax Collector, and Treasury Investment Analyst in the Treasurer-Tax Collector's Office.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Treasury Investment Analyst Class Spec, 2. A2 - Treasury Investment Analyst Class Spec REDLINE, 3. B - Resolution, 4. C - Counsel Approval, 5. Executed Resolution 204-2021

Date	Ver.	Action By	Action	Result
1/5/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer recommending the Board:
1) Approve and adopt the revised Treasurer-Tax Collector department-specific class specification: Treasury Investment Analyst (Title change from Treasury Qualitative Specialist); and
2) Adopt and authorize the Chair to sign Resolution **204-2021** to:
a) Approve the abovementioned title change; and
b) Approve a new salary range for Accounting Division Manager Treasurer-Tax Collector, and Treasury Investment Analyst in the Treasurer-Tax Collector's Office.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

On November 17, 2020 with Legistar item 20-1332, the Board of Supervisors approved the creation of an Agency Chief Fiscal Officer classification as well as the compensation amount for this new classification. The Board also directed the Auditor-Controller's Office, Treasurer-Tax Collector's

Office and the Probation Department to work with the Human Resources Department on other necessary classification/compensation changes specific to management level accounting/finance positions in each of those departments.

On December 15, 2020 with Legistar item 20-1623, the Board approved a new salary range for Accounting Division Manager, and Principal Financial Analyst in the Auditor-Controller's Office. Legistar item 20-1623, also noted that the Treasurer-Tax Collector's Office has allocations within the same classification study, but that at the time the Managers Association, which represents the staff allocated to the positions, had not provided their concurrence so a revision to the salary schedule for those positions was not recommended.

The Managers Association has now provided their concurrence which is required under the Meyers-Milias-Brown Act. As a result, staff is recommending an increase to the compensation for 2.0 FTE allocations for Accounting Division Manager Treasurer-Tax Collector (T-TC) and 1.0 FTE Treasury Quantitative Specialist, with the proposed title change to Treasury Investment Analyst.

The 2.0 FTE Accounting Division Manager - TTC allocations are responsible for receiving, processing, safeguarding, and properly accounting for property tax revenues and managing, directing, and administering the cash management program, central taxpayer payment processing, the County's deferred compensation program, and other accounting and cashing activities. In reviewing these duties, it is recommended that the salary of the Accounting Division Manager -TTC is increased by 9.1% to match the salary of the Agency Chief Fiscal Officer.

The 1.0 FTE Treasury Quantitative Specialist allocation is responsible for in-depth financial statements analyses; financial modeling and research; project leadership; and contract initiation, review, and oversight. In addition to reviewing the compensation structure, the Director of Human Resources and Treasurer-Tax Collector are recommending a title change and revision of the class specifications for the Treasury Quantitative Specialist. The new title, Treasury Investment Analyst, and revised class specifications are reflective of the duties and responsibilities currently being performed and are consistent with industry standards. It is recommended that the salary of the Treasury Investment Analyst be increased by 3.55% to match the salary of the Agency Chief Fiscal Officer.

ALTERNATIVES

The Board could decline the recommendation or direct staff to conduct further research or return to the Board with an alternative compensation and classification change.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources, Treasurer-Tax Collector's Office, El Dorado County Managers' Association

FINANCIAL IMPACT

The approximate cost of increasing the two Accounting Division Manager -TTC allocations by 3.9% is \$27,200 a year, \$9,700 for the remainder of Fiscal Year 2020-21. The approximate cost of increasing the compensation of the one Treasury Investment Analyst by 3.55% is \$6,650 a year, \$3,000 for the remainder of FY 2020-21. The FY 2020-21 budget for the Treasurer-Tax Collector can absorb the anticipated increase of \$15,200.

CLERK OF THE BOARD FOLLOW UP ACTIONS

If approved, obtain the Chair's signature on the Resolution and forward a copy to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, MPA

Chief Administrative Officer