



## Legislation Details (With Text)

**File #:** 21-0308      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 2/18/2021      **In control:** Board of Supervisors

**On agenda:** 3/9/2021      **Final action:** 3/9/2021

**Title:** Human Resources recommending the Board:  
 1) Approve and adopt two department-specific class specifications for the Auditor-Controller's Office: Payroll Manager and Property Tax Manager; and  
 2) Adopt and authorize the Chair to sign Resolution 008-2021 to:  
 a) Approve the respective salary ranges, job class numbers, and bargaining units for the Payroll Manager and Property Tax Manager classifications;  
 b) Due to a lateral reclassification, approve the deletion of 1.0 FTE Accounting Division Manager allocation and the addition of 1.0 FTE Payroll Manager allocation in the Auditor-Controller's Office - whereas the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1; and  
 c) Due to a lateral reclassification, approve the deletion of 1.0 FTE Accounting Division Manager allocation and the addition of 1.0 FTE Property Tax Manager in the Auditor-Controller's Office - whereas the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Payroll Manager 3-9-21, 2. B - Property Tax Manager 3-9-21, 3. C - Resolution 3-9-21, 4. D - Approved Blue Route 3-9-21, 5. Executed Resolution 008-2021

Date	Ver.	Action By	Action	Result
3/9/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:  
 1) Approve and adopt two department-specific class specifications for the Auditor-Controller's Office: Payroll Manager and Property Tax Manager; and  
 2) Adopt and authorize the Chair to sign Resolution **008-2021** to:  
 a) Approve the respective salary ranges, job class numbers, and bargaining units for the Payroll Manager and Property Tax Manager classifications;  
 b) Due to a lateral reclassification, approve the deletion of 1.0 FTE Accounting Division Manager allocation and the addition of 1.0 FTE Payroll Manager allocation in the Auditor-Controller's Office - whereas the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1; and  
 c) Due to a lateral reclassification, approve the deletion of 1.0 FTE Accounting Division Manager allocation and the addition of 1.0 FTE Property Tax Manager in the Auditor-Controller's Office - whereas the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

**FUNDING:** N/A

## **DISCUSSION / BACKGROUND**

Based on the Board's direction from the December 15, 2020 meeting (Legistar 20-1623), the Human Resources Department (HR) was to:

- 1: Prepare two new job classifications and reclassify two Accounting Division Managers in the Auditor -Controller's Office to these new classifications;
2. Set the compensation of these two new classifications the same as the Principal Financial Analyst; and
3. Return to the Board by March 30, 2021 with these actions completed.

Therefore, HR is returning to the Board to recommend the adoption of the new class specifications; the adoption of the respective job class numbers, salaries, and bargaining units for the classifications; and the resulting allocation changes.

### **Property Tax Manager**

- New classification specification
  - Salary set consistent with the Principal Financial Analyst
- Recommend 1.0 FTE filled Accounting Division Manager allocation be laterally reclassified to the Property Tax Manager classification.
  - The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

### **Payroll Manager**

- New classification specification
  - Salary set consistent with the Principal Financial Analyst
- Recommend 1.0 FTE filled Accounting Division Manager allocation be laterally reclassified to the Payroll Manager classification.
  - The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

## **ALTERNATIVES**

The Board could choose 1) not to approve and adopt the new class specifications; 2) not to approve the proposed lateral reclassifications and corresponding allocation changes; and 3) direct Human Resources to make revisions or conduct additional analysis.

## **PRIOR BOARD ACTION**

12/15/2020 with Legistar item 20-1623 - Direction to return to Board with classifications and allocation changes.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Auditor - Controller's Office  
Chief Administrative Office

## **CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

There is no financial impact related to lateral reclassifications.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Katie Lee in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources