



Legislation Text

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

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