



Legislation Text

File #: 22-426, **Version:** 1

TO: Board of Supervisors
FROM: Christine Briceno - Director of Human Resources
REPORT BY: Kevin Lemieux - Staff Services Manager
SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Auditor-Controller's Office

RECOMMENDATION

Director of Human Resources and Auditor-Controller request adoption of a Resolution amending the Departmental Allocation List for the Auditor-Controller's Office, by adding one 1.0 FTE Property Tax Specialist - Limited Term, effective March 1, 2022 through June 30, 2022, with a net increase of one full-time equivalent, and no impact to the General Fund.

EXECUTIVE SUMMARY

If approved, this request adds a Property Tax Specialist - Limited Term position to the Auditor-Controller's Office. The requested Property Tax Specialist - Limited Term is essential to allowing critical knowledge transfer to a new hire prior to an incumbent's planned retirement.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested Property Tax Specialist - Limited Term position is a critical position in the Auditor-Controller's Office. The incumbent ensures property taxes are distributed to all taxing jurisdictions within the County, and that all state reporting is completed both timely and accurately
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2021-2022 is estimated at \$15,000, which will be offset by salary savings. There is no additional cost for future fiscal years as a result of this action.

Consequences if not approved: The addition of a Property Tax Specialist - Limited Term is essential to ensuring a smooth transition of knowledge transfer from a retiring incumbent to a new hire. If not approved, the County risks not having the proper staffing resources to complete timely and accurate property tax reporting.

County Strategic Plan pillar addressed: Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

This request adds a critical Property Tax Specialist - Limited Term position within the Auditor-Controller's Office (ACO) to ensure property taxes are distributed to all taxing jurisdictions within the County, and that all State reporting is completely both timely and accurately.

If approved, the addition of a Property Tax Specialist - Limited Term will allow a new hire to have a knowledge transfer overlap of approximately three to four months with a retiring incumbent who has been in a permanent Property Tax Specialist position since 2005. Property Tax Specialist positions within ACO do not only effect the County; they work directly with the cities, town, Special Districts, and schools. By approving the requested limited term position, the ACO will ensure there is minimal delay in future property tax allocations, calculations, and reporting.

Therefore, the Director of Human Resources and Auditor-Controller request adoption of a Resolution amending the Departmental Allocation List for the Auditor-Controller's Office, by adding one 1.0 FTE Property Tax Specialist - Limited Term, effective March 1, 2022 through June 30, 2022, with a net increase of one full-time equivalent, and no impact to the General Fund.

SUPPORTING DOCUMENTS

Resolution