



# Board Agenda Item 21

DATE: February 28, 2017

TO: Board of Supervisors

SUBMITTED BY: Paul Dictos, CPA  
Assessor - Recorder

SUBJECT: Assessor - Assessment Tech Salary Resolution

## RECOMMENDED ACTION(S):

**Approve the Salary Resolution Amendment, as reflected on Appendix “C”, that reclassifies seven (7) Office Assistant positions (I/II/III) and four (4) Program Technician positions (I/II) to Assessment Technician (I/II/III) and one (1) Supervising Office Assistant position to Supervising Assessment Technician effective March 13, 2017.**

The Assessor-Recorder requested Human Resources to conduct a classification study. The recommendation is to reclassify seven (7) Office Assistants, four (4) Program Technicians and one (1) Supervising Office Assistant to a new classification series entitled Assessment Technician, representing no change in the number of authorized positions.

## ALTERNATIVE ACTION(S):

If the Board were not to approve the recommended actions, the existing Office Assistant classification series (I/II/III), Program Technician classification series (I/II) and Supervising Office Assistant classification series and related terms and conditions would remain unchanged.

## FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The total estimated cost associated with the reclassification for fiscal year 2016-2017 is \$32,464. Sufficient appropriations are included in the Department's FY 2016-17 Adopted Budget as these costs are fully offset with salary savings resulting from vacant positions.

## DISCUSSION:

A classification study of seven (7) Office Assistant positions (I/II/III), four (4) Program Technician positions (I/II) and one (1) Supervising Office Assistant position in the Property Transfers and Exemptions Division of the Assessor - Recorder's Office was conducted by the Department of Human Resources earlier this year at the request of the Assessor - Recorder's Office. The classification study was conducted to determine if the titles, classifications and minimum qualifications are appropriate and consistent with the relevant job market. The study recommended the reclassification of these positions to a new classification series entitled Assessment Technician.

This was recommended for several reasons. First, the complexity of the job duties has increased significantly over the last several years. Analysis of deeds, legal descriptions, title, and exemptions has become more technical. This will allow cross training staff in all areas of Property Transfer / Personal Property / Exemptions

performing ownership and exemption decisions to ensure adequate support and eliminate backlogged work in this area. With the passing of Assembly Bill 1534 and pending approval from the local Board of Supervisors, these positions will require certification from the State Board of Equalization and annual continuing education hours.

- Office Assistant (I/II/III) - Reclassify to Assessment Technician I
- Program Technician I - Reclassify to Assessment Technician II
- Program Technician II - Reclassify to Assessment Technician III
- Supervising Office Assistant - Reclassify to Supervising Assessment Technician

In addition to reclassifying staff in a more appropriate job classification, the recommended action is necessary to enhance recruitment and retention efforts and provide a more talented pool of candidates in future employment searches.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment (Appendix "C")

CAO ANALYST:

Ronald Alexander