Legislation Details (With Text)

File #:	22-0494	**Name:**	Salary Resolution Amendment
		In control:	Auditor - Controller
On agenda:	5/17/2022	**Final action:**	
Enactment date:		**Enactment #:**	Salary Resolution No. 22-038

Title: Approve Amendment to the Salary Resolution adding one Payroll Technician I/II - Confidential, adding one Administrative Assistant I/II - Confidential, deleting one Account Clerk I/II, and increasing allocations in the Auditor-Controller/Treasurer-Tax Collector Office, Org 0410, effective May 16, 2022, as reflected in Appendix "F"

Sponsors:

Indexes:

Code sections:

Attachments: 1. Agenda Item, 2. Salary Resolution No. 22-038

Date	Ver.	Action By	Action	Result
5/17/2022	1	Board of Supervisors	Approved as Recommended	Pass

DATE: May 17, 2022

TO: Board of Supervisors

SUBMITTED BY: Oscar Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding one Payroll Technician I/II - Confidential, adding one Administrative Assistant I/II - Confidential, deleting one Account Clerk I/II, and increasing allocations in the Auditor-Controller/Treasurer-Tax Collector Office, Org 0410, effective May 16, 2022, as reflected in Appendix "F".

There is an $8,457 increase of Net County Cost (NCC) associated with this action. Approval of the recommended action will allow the Auditor-Controller/Treasurer-Tax Collector (ACTTC) Office Org 0410 to add two positions at an estimated NCC of $8,457 for the remainder of FY 2021-22. These positions will add capacity to the Payroll Unit and reinstate an Assistant position previously deleted in a prior action. This item directly affects the ACTTC Office but has countywide implications.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the Salary Resolution Amendment and the ACTTC Office position allocation would remain unchanged. Not approving this item would also negatively impact the Payroll Unit's ability to ensure compliance with new State and Federal mandates, Union and SPSL related adjustments, and further impede the timely completion of other adjustments.

FISCAL IMPACT:

The estimated costs associated with the recommended action in FY 2021-22 is approximately $8,457 in NCC.

If approved, sufficient appropriations and estimated revenue to absorb these costs are available in the ACTTC's Org 0410 FY 2021-22 Adopted Budget. Sufficient appropriations will be included in the FY 2022-23 Recommended Budget request.

DISCUSSION:

The ACTTC Office is responsible for promoting public trust by providing exemplary accounting and financial services to our public, business, and governmental customers. Specifically, the ACTTC is responsible for ensuring all County employees are paid accurate wages for their positions. As the County negotiates agreements with Unions, and the State and Federal governments pass laws, Payroll must immediately shift its focus on ensuring compliance with the timely and accurate adjustments required by the laws and agreements. In recent past, significant changes have been implemented primarily at the State and Federal levels. This increased workload has posed a significant strain on the Payroll Unit, often pushing the delivery of payroll over for technical processing nearly 24 hours later than expected. Approval of the recommended action will allow the ACTTC Office to add a Payroll Technician position to assist the Payroll Unit with the increased workload.

The recommended action also includes the addition of an Administrative Assistant to provide a dedicated staff member to assist the ACTTC directly and includes the Senior Staff Analyst classification in the ACTTC Office. In addition, the ACTTC Office is recommending the deletion of one Account Clerk position to offset the costs of adding these positions.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "F"

CAO ANALYST:

Greg Reinke