RESOLUTION - ACTION REQUESTED 2016-141

MEETING: April 5, 2016

TO: The Board of Supervisors

FROM: Debbie Isaacs, Auditor

RE: Overfill of an Accounting Tech Position

RECOMMENDATION AND JUSTIFICATION:
Authorize the Overfill of an Accounting Technician II Position in the Auditor’s Office Effective July 1, 2016 through August 31, 2016. The Auditor’s office is anticipating the retirement of an incumbent Accounting Tech II position. The anticipated date of separation for this employee is August 31, 2016. The prospective replacement of this position would be hired effective July 1, 2016, allowing two months for the current Accounting Technician II to train the prospective replacement. By approving the overfill, the Board would enable the Auditor’s office to have adequate time to properly train the replacement for this position.

Assuming that the Auditor’s office will hire an employee at step one for this position, there will be a savings in FY 16/17 as compared to FY 15/16 due to the fact that the employee currently in this position is at step five. Therefore, the anticipated additional net cost of this overfill in FY 16/17 is $2,717. This is subject to change depending upon the person eventually hired.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Per current policy, the Board of Supervisors must approve the overfilling of positions. The Board previously approved a similar request by the Auditor’s office at its meeting dated February 26, 2013 via Resolution 2013-63.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The alternative is to not approve the overfill of the Accounting Technician II position. The consequence is that the Auditor’s office will not have sufficient time to train a replacement employee at this position prior to the incumbent separating from the County, which could damage operational efficiency within the Auditor’s office.

FINANCIAL IMPACT:
The estimated additional cost of this overfill is $2,717 in FY 16/17 for the Auditor’s budget.

ATTACHMENTS:
Cost of Overfill at Account Tech II Position (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Mary Hodson, CAO  3/29/2016

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Marshall Long, District III Supervisor
SECONDER:  Merlin Jones, District II Supervisor
AYES:  Smallcombe, Jones, Long, Cann, Carrier
COST OF OVERFILLING ACCOUNTING TECH II POSITION FOR TWO MONTHS

Anticipated Savings in FY 16/17 from change in personnel at Account Tech position:

<table>
<thead>
<tr>
<th>Incumbent Cost at Step 5 (10 months):</th>
<th>Prospective Cost at Step 1 (10 months):</th>
<th>Savings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary 39,037.05</td>
<td>Salary 32,114.81</td>
<td>Salary 6,922.24</td>
</tr>
<tr>
<td>Benefits 21,696.26</td>
<td>Benefits 21,030.88</td>
<td>Benefits 665.38</td>
</tr>
<tr>
<td>Total 60,733.31</td>
<td>Total 53,145.69</td>
<td>Total 7,587.62</td>
</tr>
</tbody>
</table>

Two month cost of Account Tech at Step 1:

| Salary 6,175.87                          |
| Benefits 4,128.84                        |
| Total 10,304.71                          |

Net Cost of Two Month Overfill at Account Tech II Position:

| Two months salary & benefits 10,304.71 |
| Savings from personnel change (7,587.62) |
| Net Cost of Overfill 2,717.09           |