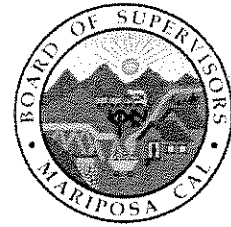




MARIPOSA COUNTY

Auditor • (209)966-7606



RESOLUTION - ACTION REQUESTED 2012-325

MEETING: June 26, 2012
TO: The Board of Supervisors
FROM: Bill Davis, Auditor
RE: Reorganization of Auditor's Department

Res 12-325
W/MO

RECOMMENDATION AND JUSTIFICATION:

It is requested that the Board of Supervisors approve a reorganization of the Auditor's Department to take effect July 1, 2012. The reorganization is intended to improve the immediate and long term effectiveness and efficiency of the Department and create a better career path and succession planning within the office. This would include:

- A. Reclassifying one full-time Account Clerk III position to an Accounting Tech I/II position effective July 1, 2012, as part of the reorganization.
- B. Approving an Auditor Accountant I/II classification and job specifications, approving a salary range of \$43,919.20 - \$53,387.56 for the Auditor Accountant I (the same as the current salary range for the existing Accountant II - Auditor position) and \$48,427.03 - \$58,867.00 for the Auditor Accountant II, and directing Administration/Personnel to prepare an amendment to the Resolution defining Confidential classifications to include this position. Deleting the full-time Accountant II - Auditor position and allocating an Auditor Accountant I/II position to the Auditor budget and promoting the incumbent Accountant II-Auditor into the Auditor Accountant II position effective July 1, 2012.
- C. Approving a 9.75% equity pay adjustment to the Assistant Auditor to bring that position into line with the Assistant Assessor and Assistant Treasurer when compared to multi-county averages.

As noted in the Financial Impact above, the first year cost of this re-organization will be approximately \$19,628 and the cost in follow on years will be approximately \$27,052.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board is the controlling authority for approving department reorganizations and has approved reorganizations in the past that will ultimately improve the performance of the department and its ability to effectively accomplish its purpose.

Resolution - Action Requested 2012-325

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board can decline to approve the reorganization. The Auditor Department will maintain its current structure.

FISCAL IMPACT:

As presented in the attachment titled "Re-Org Cost Impact" the cost for this reorganization will be approximately \$19,628 in year one and \$27,052 in years two and beyond until there is a change in personnel in these positions. If approved by the Board, the increase would be included in the Fiscal Year 2012-13 Proposed Budget.

ATTACHMENTS:

PURPOSE OF REORGANIZATION OF AUDITOR'S OFFICE (DOC)

Re-Org Chart (XLS)

Salary Comparison - Final (PDF)

Re-Org Cost Impact (XLS)

Accountant I-II Suggested Revised Job Description (DOC)

Auditor Accountant I-II Suggested Revised Job Description (DOC)

Salary Scale for Auditor Accountant I-II w-Accountant II - Auditor (XLS)

Auditor Reorganization response (DOC)

CAO RECOMMENDATION

Not Recommended

COMMENTS

Partially Recommended. Please See Attached Memo.


Rick Benson, County Administrator/Office

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Jim Allen, District V Supervisor

AYES: Stetson, Turpin, Bibby, Cann, Allen



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JANET BIBBY, CHAIR
LYLE TURPIN, VICE-CHAIR
LEE STETSON
KEVIN CANN
JIM ALLEN


DISTRICT III
DISTRICT II
DISTRICT I
DISTRICT IV
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: BILL DAVIS, Auditor

FROM: MARGIE WILLIAMS, Clerk of the Board 

SUBJECT: **Approve Reorganization of Auditor's Department to Take Effect July 1, 2012**

RES. 12-325

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on June 26, 2012

ACTION AND VOTE:

7. Auditor RES-2012-325

Approve Reorganization of Auditor's Department to Take Effect July 1, 2012

Bill Davis/Auditor presented his request for reorganization of the department which includes: 1) reclassify one full-time Account Clerk III position to an Accounting Tech I/II position; 2) delete the Accountant II - Auditor position and allocate an Auditor Accountant I/II classification; and 3) approve a 9.75 percent equity pay adjustment to the Assistant Auditor. Rick Benson/County Administrative Officer advised that he recommends the reclassification request for the Account Clerk III position; does not recommend the Accountant II - Auditor position change, but agrees with changing wording in the Accountant I/II job description to accommodate all of the tasks; and he does not recommend the equity adjustment for the Assistant Auditor. Discussion was held. Debbie Isaacs/Assistant Auditor provided input on the history of the salary for the position in relation to the Assistant position in the Assessor and Treasurer's Offices, and relative to the change in the position from management to confidential classification. Further discussion was held. (M)Cann, (S)Allen, Res. 12-325 was adopted approving the reclassification of the Account Clerk III position to an Accounting Tech I/II position as recommended, effective July 1, 2012, as a part of the reorganization. The motion was amended, agreeable with the maker and second, to delete the Account Clerk III position and add an Accounting Tech I/II position/Ayes: Unanimous.

Discussion was held on the Accountant II - Auditor position. Supervisor Cann noted that there was varying information presented on the

percentages of the salary comparisons, and stated he would like to see more information. Supervisor Allen suggested that the request be considered in the context of the final budget for next fiscal year; and Bill Davis was agreeable. Rick Benson suggested, based on the Board's discussion relative to creating an Auditor - Accountant I/II unique position that direction could be given for personnel staff to come back with an analysis of the job description and salary. Discussion was held relative to the Assistant Auditor position, and Supervisor Cann stated he would like to see more information on the analysis between the positions.

Input from the public was provided by the following:

Keith Williams/Treasurer-Tax Collector-County Clerk, provided input on the history of the job classifications and salaries and changes between the Assistant positions.

(M)Cann, (S)Allen, direction was given for the Accountant II - Auditor and Assistant Auditor requests to come back at an appropriate time, perhaps around final budget hearings, with additional information/Ayes: Unanimous.

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Jim Allen, District V Supervisor

AYES: Stetson, Turpin, Bibby, Cann, Allen

Cc: File