RESOLUTION - ACTION REQUESTED 2012-583

MEETING: November 27, 2012

TO: The Board of Supervisors

FROM: Keith Williams, Treasurer/Tax Collector

RE: Treasurer - Tax Collector - County Clerk Reorganization

RECOMMENDATION AND JUSTIFICATION:

Approve a reorganization of the office of the Treasurer - Tax Collector - County Clerk effective November 1, 2012 by doing the following:

1) Eliminate the Assistant Treasurer-Tax Collector position in the Treasurer/Tax Collector budget;

2) Allocate a Chief Deputy County Clerk position in the Elections budget and a Chief Deputy Treasurer - Tax Collector position in the Treasurer/Tax Collector budget;

3) Approve the job descriptions of Chief Deputy County Clerk and Chief Deputy Treasurer - Tax Collector positions;

4) Set the salary range for the Chief Deputy Treasurer/Tax Collector and Chief Deputy County Clerk positions at $47,973.12 - $58,310.72;

5) Assign the Chief Deputy Treasurer/Tax Collector and Chief County Clerk positions to the Mariposa County Managerial and Confidential Organization (MCMCO) bargaining unit;

6) Authorize the Treasurer - Tax Collector - County Clerk to promote the incumbent Elections Clerk II in the Elections budget to the Chief Deputy County Clerk and to promote the incumbent Accounting Technician II in the Treasurer/Tax Collector budget to the Chief Deputy Treasurer - Tax Collector;

7) Eliminate the Elections Clerk II position in the Elections budget and the Accounting Technician II position in the Treasurer/Tax Collector budget;

8) Approve the allocation of a full-time Office Assistant II in the Elections budget and authorize the recruitment and hiring of this position;

9) Approve the budget action transferring funds in the Treasurer - Tax Collector and Elections budgets to fund the reorganization.

Please see attached memorandum for additional information.

The affected unions have been noticed of this reorganization.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Resolution - Action Requested 2012-583

The Board has previously approved reorganizations in County departments that will ultimately improve the efficiency of providing services to the public.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the reorganization. The divisions in the Treasurer - Tax Collector - County Clerk will continue in their current organizational structure.

FINANCIAL IMPACT:
Transfer to account 001-0108-422-01__ (Chief Deputy Treas/Tax Coll.) in the amount of $33,581.00; and Transfer to account 001-0121-453-01__ (Chief Deputy County Clerk) in the amount of $33,581.00; and Transfer to account 001-0121-453-01__ (Office Assistant I/II) in the amount of $11,513.00; and Transfer from account 001-0121-453-0184 (Elections Clerk I/II) in the amount of $24,673.00; and Transfer from account 001-0108-422-0187 (Accounting Technician I/II/III) in the amount of $25,680.00; and Transfer from account 001-0108-422-0102 (Assist. Treas/Tax Coll.) in the amount of $28,322.00.
11/13/12 001-0108-422-01__ · Chief Deputy Treas/Tax Coll. $33,581.00
11/13/12 001-0121-453-01__ · Chief Deputy County Clerk $33,581.00
11/13/12 001-0121-453-01__ · Office Assistant I/II $11,513.00
11/13/12 001-0121-453-0184 · Elections Clerk I/II $(24,673.00)
11/13/12 001-0108-422-0187 · Accounting Technician I/II/III $(25,680.00)
11/13/12 001-0108-422-0102 · Assist. Treas/Tax Coll. $(28,322.00)
Total: $0.00

ATTACHMENTS:
Chief Deputy County Clerk Proposed (DOC)
Chief Deputy Treas Tax Coll Proposed (DOC)
Budget Action Form (XLS)
Typical Tasks OAll(DOC)
Proposed Org Chart (PDF)
Salary Calc (PDF)
Staff Analysis (DOC)

CAO RECOMMENDATION
Requested Action Recommended

[Signature]
Rick Benson, County Administrator/Officer
RESOLUTION - ACTION REQUESTED 2012-583

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jim Allen, District V Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Stetson, Turpin, Bibby, Cann, Allen
### BUDGET ACTION FORM

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| 001  | 0104    | 414-1090| GENERAL CONTINGENCY              |         |          |          |

**TOTALS** 78,675 78,675

### TRANSFER BETWEEN FUNDS

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**TOTALS**

**ACTION REQUESTED:** (Check all that apply)

( X ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION** Adjust Budget to fund the re-organization in the office of Treasurer - Tax Collector.

**COUNTY CLERK**

**DEPT HEAD SIGNATURE** [Signature] **DATE** 11-1-2012

**APPROVED BY RES NO.** 12-583 **CLERK** [Signature] **DATE** 12-5-2012

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 07/2000