

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Assessor's Office	(2) MEETING DATE August 15, 2006	(3) CONTACT/PHONE Daina Leary/781-5638	
(4) SUBJECT Submittal of a resolution amending the position allocation list of the Assessor's Office, Fund Center 109, which deletes one Supervising Auditor-Appraiser and adds one Assessment Manager			
(5) SUMMARY OF REQUEST The 2006/07 Budget for the Assessor's office included the implementation of a reorganization that established five sections within the office. Four of these sections are overseen by an Assessment Manager. The fifth section was to be led by an existing Supervising Auditor-Appraiser. It was anticipated that this position would be replaced with an Assessment Manager at some point in the future. Since the Supervising Auditor-Appraiser position has recently become vacant, it is possible to replace it with the Assessment Manager at this time. By doing so, all sections of the Assessor's office will be managed by an Assessment Manager.			
(6) RECOMMENDED ACTION It is recommended that the Board of Supervisors approve the submitted resolution to amend the position allocation list for the Assessor's office, Fund Center 109, by deleting one Supervising Auditor-Appraiser and adding one Assessment Manager.			
(7) FUNDING SOURCE(S) General Fund	(8) CURRENT YEAR COST \$10,000 Savings	(9) ANNUAL COST \$125,000	(10) BUDGETED? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): The Assessor's staff has informed the County Administrator's staff. The Personnel Department's staff prepared the resolution to amend the PAL, and County Counsel has reviewed the resolution.			
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____			
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All	(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(15) Maddy Act Appointments Signed-off by Clerk of the Board <input checked="" type="checkbox"/> N/A	
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)	(17) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(19) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) _____	(21) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	(22) Agenda Item History <input checked="" type="checkbox"/> N/A Date _____	
(23) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center; font-family: cursive; font-size: 24px; margin-top: 20px;">Daina Leary</div>			

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OFFICE OF TOM J. BORDONARO, JR., COUNTY ASSESSOR

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TO: BOARD OF SUPERVISORS

FROM: TOM BORDONARO, JR., COUNTY ASSESSOR *TB*

DATE: AUGUST 15, 2006

RE: SUBMITTAL OF RESOLUTION AMENDING THE POSITION
ALLOCATION LIST OF THE ASSESSOR'S OFFICE, FUND CENTER
109, WHICH DELETES ONE SUPERVISING AUDITOR-APPRAISER
AND ADDS ONE ASSESSMENT MANAGER

RECOMMENDATION

It is recommended that the Board of Supervisors approve the submitted resolution to amend the Assessor's position allocation list (PAL) for the Assessor's office, Fund Center 109, by deleting one Supervising Auditor-Appraiser and adding one Assessment Manager.

DISCUSSION

In the Spring of 2006, the reorganization of the Assessor's office was approved by the County Administrator, Personnel Department, and Civil Service Commission. It was included in the Assessor's 2006/07 Proposed Budget, which was approved by your Board in June. The new organizational structure established five sections within the Assessor's office. Four of these sections are managed by Assessment Managers. The fifth section was managed by a Supervising Auditor Appraiser.

The salary of the Auditor-Appraiser is benchmarked to the Accountant position, and is currently Y-rated. It has a higher salary than the Assessment Manager position. The long-term plan was to convert the Supervising Auditor-Appraiser position to an Assessment Manager position when the Supervising Auditor-Appraiser position became vacant or when the Assessment Manager salary reached the level of the Supervising Auditor-Appraiser position as a result of annual negotiated COLA increases.

The Supervising Auditor-Appraiser position recently became vacant. This is much sooner than anticipated; however, it provides the opportunity to replace it with an Assessment Manager and reduce salary expenditures by approximately \$10,000 during the 2006/07 Fiscal Year.

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OTHER AGENCY INVOLVEMENT

The Assessor's staff has informed the County Administrator's staff of the request to amend the PAL. The Personnel Department's staff prepared the resolution to amend the PAL, and County Counsel has reviewed the resolution.

FINANCIAL CONSIDERATIONS

By deleting the Supervising Auditor-Appraiser, and adding another Assessment Manager, there will be approximately a \$10,000 reduction in annual salary expenditures.

RESULTS

The Assessor's office will curb salary expenditures and provide equitable compensation for all section managers within the Assessor's office.

TJB:DL:jw

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IN THE BOARD OF SUPERVISORS
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

_____ day _____, 2006

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. _____

RESOLUTION AMENDING THE POSITION ALLOCATION LIST
RESOLUTION FOR FISCAL YEAR 2006-07

The following resolution is hereby offered and read:

WHEREAS, Chapter 2.48, Section 160 of the San Luis Obispo County Code provides that the number of positions and the classifications of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, the Board of Supervisors has allowed certain positions through adoption of the County budget for Fiscal Year 2006-07; and

WHEREAS, the position being allocated by this resolution has been reviewed by the Personnel Department and is consistent with job specifications and classifications as provided by the Civil Service Commission, and

WHEREAS, the County Administrator has met with the Personnel Department staff and concurs with the recommended changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, the position allocation for Cost Center 109, Assessor, be amended as follows:

<u>Job</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>
00725	Supervising Auditor Appraiser	1.00	0.00
08948	Assessment Manager-Assessor	4.00	5.00

Upon motion of Supervisor _____, seconded by Supervisor _____, and on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted:

Chairperson of the Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

BY: _____ Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.

BY: Warren Jensen
Deputy County Counsel

DATED: July 31, 2006

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