

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

Clerk of the Board Use Only

Meeting Date                      Held Until  
 \_\_\_/\_\_\_/\_\_\_                      \_\_\_/\_\_\_/\_\_\_

Agenda Item No:                      Agenda Item No:  
 \_\_\_\_\_

**Department:** Auditor-Controller-Treasurer-Tax Collector

( ) **4/5 Vote Required**

**Contact:**  
 Julianne Kamplain

**Phone:**  
 (707) 565-3583

**Board Date:**  
 07/21/09

**Deadline for Board Action:**

**AGENDA SHORT TITLE:** Auditor-Controller-Treasurer-Tax Collector Departmental Allocation List Change

**REQUESTED BOARD ACTION:**

Resolution amending the Departmental Allocation List for the Auditor-Controller-Treasurer-Tax Collector to delete 1.00 FTE Executive Secretary Confidential and add 1.00 FTE Administrative Aide Confidential, effective July 21, 2009.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

**Estimated Cost**                      \$ 105,277

**Contingencies**  
 (Fund Name: )

**Amount Budgeted**                      105,227

**Unanticipated Revenue**  
 (Source: )

**Other Avail Approp**  
 (Explain below)

**Other Transfer(s)**  
 (Source: )

**Additional Requested:**                      \$ 0

**Add'l Funds Requested:**                      \$ 0

**Explanation (if required):**

**Prior Board Action(s):** None.

**Alternatives – Results of Non-Approval:** Lost opportunity to build administrative capacity for the Auditor-Controller-Treasurer-Tax Collector

**BACKGROUND:**

On September 26, 2006, the offices of the Treasurer-Tax Collector and Auditor-Controller consolidated into the Auditor-Controller-Treasurer-Tax Collector (ACTTC). Under direction of the department head, staff of the newly consolidated department undertook an extensive study of the functions, systems and staffing of the two offices to identify opportunities for increased efficiencies and improved customer service. As a result of this study, the ACTTC restructured the responsibilities and staffing to support various functions. One of the changes included the creation of a new Administrative Services Division and consolidation of the staff involved in various administrative support activities under the direction of an Administrative Services Officer.

The Administrative Services Division provides administrative support to the department head, three assistant department heads, and nine division managers. This support includes: the coordination and administration of the department's \$23 million budget, human resources/personnel, payroll, development and implementation of administrative policies and procedures, office safety, facilities management, information technology support, special projects such as AB 811, and general administrative support activities. With the consolidation, it was expected that these responsibilities would expand and continue to evolve as the department's needs changed.

The Administration Division currently has 1.0 FTE Executive Secretary-Confidential and 2.0 FTE Administrative Aide-Confidential positions. Due to a recent retirement, the Executive Secretary-Confidential position is now vacant. This specialized classification no longer meets the department's needs as the duties are too narrow for the scope of work that has evolved. As a result, the ACTTC is requesting a Department Allocation change from Executive Secretary-Confidential to Administrative Aide-Confidential to better suit the administrative needs of the Department. Both positions are represented under the Sonoma County Administrative Management Council (SCAMC)/Unrepresented Administrative Management Salary Resolution.

Human Resources has reviewed the job duties required for this position and concurs that the Administrative Aide-Confidential classification is better suited to meet the needs of the Department.

The total salary and benefits cost of an Executive Secretary confidential is almost identical to the total salary and benefit cost of an Administrative Aide confidential. Therefore, there is no fiscal impact associated with this allocation change.

**REQUESTED BOARD ACTION:**

Resolution amending the Departmental Allocation List for the Auditor-Controller-Treasurer-Tax Collector to delete 1.00 FTE Executive Secretary confidential and add 1.00 FTE Administrative Aide confidential effective July 21, 2009.

**Attachments:** Resolution amending the Departmental Allocation List.

**On File With Clerk:** None.

**CLERK OF THE BOARD USE ONLY**

**Board Action (If other than "Requested")**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vote:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_