

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

(1) DEPARTMENT Assessor	(2) MEETING DATE 7/9/2013	(3) CONTACT/PHONE Pattie Annon 781-4045	
(4) SUBJECT Request to approve a resolution to amend the Position Allocation List for Fund Center 109-Assessor to delete an Administrative Assistant position and add an Assessment Technician position to provide support functions throughout the Department.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution to amend the Position Allocation List for Fund Center 109-Assessor to delete an Administrative Assistant position and add an Assessment Technician position to provide support functions throughout the Department.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$3,475	(8) ANNUAL FINANCIAL IMPACT \$3,475	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Assessor / Pattie Annon
781-4045

DATE: 7/9/2013

SUBJECT: Request to approve a resolution to amend the Position Allocation List for Fund Center 109-Assessor to delete an Administrative Assistant position and add an Assessment Technician position to provide support functions throughout the Department.

RECOMMENDATION

It is recommended that the Board approve a resolution to amend the Position Allocation List for Fund Center 109-Assessor to delete an Administrative Assistant position and add an Assessment Technician position to provide support functions throughout the Department.

DISCUSSION

The Department is requesting that an Administrative Assistant position be deleted and an Assessment Technician position be added to its Position Allocation List (PAL). The Department experiences fluctuations of heavy workloads throughout the year due to the mandated timing of assessment roll preparation and response to County taxpayer's requests for review of property values. To address this workload, the department has staff in various classifications (including Assessment Technicians) that perform assessment related work. The Administrative Assistant classification performs a wide variety of clerical duties throughout the County, but is not able to assist with assessment workload.

The Administrative Assistant position is currently vacant, which provides the department with the opportunity to amend its PAL to better address its ongoing workload. The requested reallocation would allow flexibility to best utilize staff by focusing on urgent critical tasks of maintaining and closing the tax roll during peak periods and important non-urgent tasks such as development of policies and procedures, training, and auditing work product during off-peak periods.

The Assessor is responsible for generating the annual assessment roll. The total tangible value of the assessment roll for FY 2011-2012 was over \$39 billion. The number of assessments which make up the assessment roll exceeds 180,000, and for each assessment an exceptionally large amount of data is maintained. This includes ownership and acquisition dates, assessed values, exemption information, property attributes, physical and mailing addresses, tax rates, and much more. The bulk of the data that is entered on the assessment roll is done by the Assessment Technicians. Along with updating assessment roll information, the Assessment Technicians also work directly with County property owners and residents in the provision assessment information and forms. The activities of the Assessment Technicians are essential to producing the assessment roll and serving the public.

In addition to improved staffing flexibility, the position reallocation will allow for additional professional growth through cross-training opportunities for the Assessment Technicians in work responsibilities that have historically been assigned to the Administrative Assistant. These additional tasks fall within the job specification for Assessment Technician. Due to the fact that the Assessment Technician job specification includes work similar to work historically performed by Administrative Assistant, it is expected that the elimination of the Administrative Assistant allocation will not have an adverse impact on departmental operations.

OTHER AGENCY INVOLVEMENT/IMPACT

Human Resources and the Administrative Office have both been consulted and concur with this proposed amendment to the Assessor's Position Allocation List, as it will give the department additional flexibility to address workload throughout the year. Human Resources prepared the resolution to amend the Position Allocation List.

FINANCIAL CONSIDERATIONS

If approved, the department plans to fill the reallocated position at the Assessment Technician I level. The total salary and benefit expense of an Assessment Technician I at Step 1 is \$54,118 a year, which is \$3,475 more than the total salary and benefit expense of an Administrative Assistant I. Due to the department having several vacancies that it is currently working to fill, there will be adequate salary savings to absorb the additional \$3,475 in expense in the Assessor's FY 2013-14 budget, with no need for additional General Fund support.

RESULTS

The Assessment Technician provides many assessment and support service duties throughout the Department. The requested reallocation will allow the department flexibility to best utilize staff during the peak periods of assessment processing necessary to close the assessment roll by June 30th of each year. Failure to close the roll timely affects both the Auditor and the Tax Collector, and ultimately County taxpayers due to increased processing costs associated with the delay.

ATTACHMENTS

1. Resolution