



Agenda Date: 11/7/2006  
Agenda Placement: 6P

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Amendment to the Departmental Allocation List and the Table and Index of Classes for the Treasurer-Tax Collector

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the Treasurer-Tax Collector Department, effective November 7, 2006:

1. Amend the Departmental Allocation List to delete one (1) (M) Tax Collections Manager;
2. Amend the Departmental Allocation List to add:
  - a. One (1) Senior Account Clerk;
  - b. Two (2) (S) Supervising Accounting Specialist;
  - c. One (1) (M) Assistant Treasurer-Tax Collector; and
3. Deleting any resulting vacancies; and
4. Amend the Table and Index of Classes to delete Tax Collections Manager and add Supervising Accounting Specialist and Assistant Treasurer-Tax Collector; and
5. Amend appropriate policies to delete Tax Collections Manager and add Assistant Treasurer-Tax Collector and Supervising Accounting Specialist.

### **EXECUTIVE SUMMARY**

The Treasurer-Tax Collector has proposed a reorganization based on a review of the Department's current business practices and structure to identify changes that would improve service to the general public, assure consistency in processes, and provide additional support to the elected Department Head. The request results in no net increase to the departmental allocation list.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

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Is it currently budgeted?	Yes
Where is it budgeted?	Treasurer-Tax Collector.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Treasurer-Tax Collector believes that the Department will be better able to meet its business goals and objectives if the daily activities of the two work units are managed by a single senior level manager. This would be especially true if some unforeseen event should keep the Treasurer-Tax Collector from being able to complete their duties.
Is the general fund affected?	Yes
Future fiscal impact:	The potential cost of the proposed changes will be approximately \$3,700 for the remainder of Fiscal Year 06/07. Some of this cost will be realized through salary savings the Department is currently experiencing. This increase will be budgeted in future years.
Consequences if not approved:	If the recommended changes are not approved the Department will not have an Assistant Department Head position to manage the daily activities in the absence of the Treasurer-Tax Collector. This lack of leadership has the potential to negatively impact the collection of tax revenues and the County's treasury functions.
Additional Information:	None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Treasurer-Tax Collector has proposed a reorganization based on a review of the Department's current business practices and structure to identify changes that would improve service to the general public, assure consistency in processes, and provide additional support to the elected Department Head. The proposed reorganization is a result of this review.

The Treasurer-Tax Collector has proposed the creation of two new classifications in the Department. The first classification is that of Assistant Treasurer-Tax Collector. This classification will provide a direct reporting authority within the Department for the Treasury Unit and the Tax Collections Unit. This classification will manage the day-to-day operational activities of the Department and will provide additional support needed by the elected Department Head. It is anticipated that this position will be filled through a departmental promotional recruitment and the resulting vacancy will be deleted. In addition, the currently vacant Tax Collections Manager class will be deleted.

The second new proposed classification is Supervising Accounting Specialist. Two positions are being recommended: one to supervise the Treasury Unit and one to supervise the Tax Collections Unit. The addition of this supervisory classification will allow for the training of current staff which is expected to result in increased customer service to the general public as well as improved business efficiencies. It is anticipated that these

supervisory positions will also be filled through a departmental promotional recruitment and that the resulting vacancies will be deleted.

In addition to the three new positions requested above, the Treasurer-Tax Collector has also requested the addition of one Senior Account Clerk to handle the more complex treasury activities as well as improve business efficiencies. It is anticipated that this position will be filled through a departmental promotional recruitment.

If approved, this reorganization will have a zero net effect on the departmental allocations for the Treasurer-Tax Collector.

Therefore, the Human Resources Director recommends amending the Departmental Allocation List and the Table and Index of Classes for the Treasurer-Tax Collector as shown on "Attachment A," effective November 7, 2006.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton