

**MONTEREY COUNTY BOARD OF SUPERVISORS
REVISED**

Revised

MEETING: July 13, 2010 - Consent	AGENDA NO.: 47
SUBJECT: a. Adopt Resolution to approve reclassification of two Accounting Technician FTE to two Accountant I FTE; and b. Approve amendment of the FY 2010-11 District Attorney Budget Unit 2240 to delete two Accounting Technician allocations and add two Accountant I allocations.	
DEPARTMENT: District Attorney	

RECOMMENDATION:

It is recommended that effective July 13, 2010, the Board of Supervisors:

- a. Adopt resolution to approve reclassification of two Accounting Technician FTE to two Accountant I FTE; and
- b. Approve amendment of the FY 2010-11 District Attorney Budget Unit 2240 to delete two Accounting Technician allocations and add two Accountant I allocations.

SUMMARY:

A Human Resources Background and Findings classification study of the Accounting Technician positions in the Criminal Division of the District Attorney's Office indicates that the positions now perform the duties of Accountant I.

DISCUSSION:

The classification of Accounting Technician was established in 1981 and last revised in 1995. The duties described in the Accounting Technician classification are characterized by the performance of booking work, requiring thorough knowledge of bookkeeping principles, and financial and fiscal data analysis. This classification, under direction, performs a full range of bookkeeping duties and may supervise the work of other clerical employees.

The County implemented a new financial system, Advantage, effective July 2009. The implementation of Advantage has caused the duties of the incumbents in this classification to change. Advantage distributes financial work back to the originator of the task and only allows central endorsement of tasks to reject or approve specific work. When this work is rejected it is sent back to the originator, in this case the incumbents, to investigate, correct and resubmit.

The duties required of and performed in the current position are best described by the existing classification of Accountant I. This is the first (lowest) level in a flex series. Therefore, it is recommended that the positions be reallocated to Accountant I and that the incumbents be reclassified as such.

For these reasons, it is recommended that your Board approve this action.

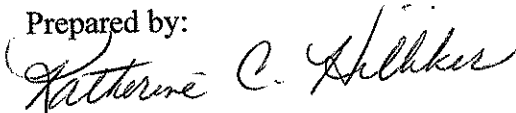
OTHER AGENCY INVOLVEMENT:

Central Human Resources has reviewed and the Background and Findings Study for the reclassification of these two positions and concurs with the recommendation.

FINANCING:

The annualized cost of approximately \$7,084.06 will be met from the various existing, and budgeted, vacancies within the department. These costs, including salaries and benefits, will be accommodated by the salary savings achieved from these vacancies within the first month of the fiscal year.

Prepared by:


Katherine C. Hilliker
Personnel Technician-Confidential

Approved by:


Dean D. Flippo
District Attorney

June 28, 2010

cc: Mike Miller, Auditor-Controller
Keith Honda, Assistant County Administrative Officer
SEIU Local 521

Revised

Before the Board of Supervisors in and for the County of Monterey, State of California

- a. Adopt Resolution to approve)
 reclassification of two Accounting)
 Technician FTE to two Accountant I)
 FTE; and)
- b. Approve amendment of the FY 2010-)
 11 District Attorney Budget Unit 2240)
 to delete two Accounting Technician)
 allocations and add two Accountant I)
 allocations.)
)

Upon motion of Supervisor _____, seconded by Supervisor _____, and carried by those members present, effective, the Board hereby:

- a. Adopted Resolution to approve reclassification of two Accounting Technician FTE to two Accountant I FTE; and
- b. Approved amendment of the FY 2010-11 District Attorney Budget Unit 2240 to delete two Accounting Technician allocations and add two Accountant I allocations.

<u>Deleted</u>	<u>Code</u>	<u>For a revised total of</u>
Two (2) Accounting Technician	80J30	Zero (0) Accounting Technician
<u>Added</u>	<u>Class Code</u>	<u>For a revised total of</u>
Two (2) Accountant I	20B10	Two (2) Accountant I

PASSED AND ADOPTED on this _____, by the following vote, to-wit:

AYES:
NOES:
ABSENT:

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book ___ for the meeting on _____.

Dated: Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____, Deputy