

County of Santa Clara

Employee Services Agency

Department of Human Resources



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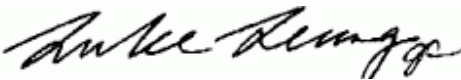
Prepared by: Alan Reed
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Reviewed by: Karen Hodskins
Human Resources Manager

Submitted by: Joanne Cox
Human Resources Director

DATE: June 16, 2009

TO: Board of Supervisors

FROM: 
Luke Leung
Deputy County Executive

SUBJECT: Adoption of New Job Specifications for the Controller-Treasurer Department/Finance Agency and Abolishment of Tax Apportionment Manager Classification

RECOMMENDED ACTION

Consider the proposed revision to the FY 2010 Recommended Budget from Employee Services Agency related to the Controller-Treasurer Department/Finance Agency.

Possible actions:

- a. Approve the new job specifications for the classifications of Debt Management Officer and Property Tax Manager.
- b. Abolish the classification of Tax Apportionment Manager.
- c. Refer item for final consideration and approval for budget hearing scheduled for June 19, 2009.

FISCAL IMPLICATIONS

The recommended action will have no impact on the General Fund as reflected in the County Executive's FY 2010 Recommended Budget.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The County Executive's FY 2010 Recommended Budget includes a recommendation to add new positions dedicated to the management and ongoing analysis of long-term debt and the independent allocation of property taxes to the County, school districts, cities, special districts, and redevelopment agencies in accordance with the law. At the time of publication of the Recommended Budget, the specific classifications had not yet been created.

The recommended action includes approval of the new job specifications for these classifications, Debt Management Officer and Property Tax Manager. In addition, the position of Tax Apportionment Manager is being recommended for deletion and the class is being recommended for abolishment as the responsibilities will be absorbed within the functions overseen by the Controller-Treasurer Division Manager.

BACKGROUND

In order to implement the addition of a new position to provide County management with ongoing analysis of long-term debt and make accurate and timely debt service payments on the long-term debt issued by the County; and in order to implement the addition of a new position to provide independent allocation of property taxes to the County, school districts, cities, special districts, and redevelopment agencies in accordance with the law, as included in the Recommended Budget, the Controller-Treasurer Department requested that Employee Services Agency – Human Resources create two (2) new classifications.

The proposed Debt Management Officer position will manage the Debt Administration Program of the County including operations of joint powers of authority (JPA) and financing authorities established by the County for issuing debt. The position will plan, develop, and coordinate financial management policies and programs; manage issuance and administration of the County debt; coordinate development of highly complex analytical financial studies and projects, and advise senior County management on policy matters relating to financial management. The position will supervise the Bond and Investment Analyst position. The effective monthly salary for this position is \$7811.18 -\$9497.27.

In an effort to consolidate the tax apportionment functions under the Tax and Disbursements division, an Executive Manager position in the Property Tax Division, Tax Apportionment Manager is recommended for deletion as part of the FY 2010 Budget. It is recommended a new position, the proposed Property Tax Manager be added. The main function of the proposed position is to manage the activities of the Tax Apportionment Division in the Controller-Treasurer's Office. The Property Tax Manager will handle tasks such as developing, implementing and maintaining systems, procedures and policies to ensure accurate and timely tax apportionment. The Property Tax Manager will act as a liaison between the County and the taxing jurisdictions. The Tax Apportionment Division staffing consists of five (5) accounting positions, all of which would report to the Property Tax Manager. The effective monthly salary for this position is \$7811.18 -\$9497.27.

County Employees Management Association (CEMA) concurs with these recommendations.

CONSEQUENCES OF NEGATIVE ACTION

Without creation of these new classifications, the County Executive's proposed budget, if approved, will not be able to be implemented.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous, Human Resources Analyst, at Employee Services Agency.

ATTACHMENTS

- Debt Management Officer Job Specification
- Property Tax Manager Job Specification