



Legislation Text

File #: 19-930, Version: 1

MEMORANDUM

TO: The Honorable Tina Scott, Chair, Lake County Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: September 24, 2019

SUBJECT: Adopt Resolution Amending Resolution No. 2019-127 Establishing Position Allocations for Fiscal Year 2019-2020, Budget Unit 1123, Assessor

EXECUTIVE SUMMARY:

As your Board is aware, in keeping with our Fiscal Crisis Management Plan, the Administrative Office supports our revenue driving departments with their staffing needs. At this time, we are requesting your Board's approval to make two changes to the Assessor-Recorder's position allocation:

First, the Assessor-Recorder has requested to eliminate the vacant Secretary II allocation and replace it with an Accounting Technician/Accounting Technician, Senior. This position is needed to complete a broad range of tasks including preparation of budgets and monitoring and evaluating fiscal information.

Second, the Assessor-Recorder has also requested to add one Appraiser Aide/Appraiser I/II/III position to help address the backlog of work in the office.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

No additional funds are being requested at this time. As necessary, budget adjustment may be recommended at mid-year, depending on the need.

STAFFING IMPACT (if applicable): See explanation above.

RECOMMENDED ACTION: Adopt Resolution Amending Resolution No. 2019-127 Establishing Position Allocations for Fiscal Year 2019-2020, Budget Unit 1123, Assessor