

MASTER EXAMINATION CYCLE  
2015

	Department	Historical Estimated Hours	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2015	Estimated Hours 2015
	Project Description					
	<b><u>Board of Supervisors</u></b>					
1101	District 1 General Department (Including MACs)	60	1/07	4		
1102	District 2 General Department (Including MACs)	60	6/13	4		
1103	District 3 General Department (Including MACs)	60	4/06	4		
1104	District 4 General Department (Including MACs)	60	3/11	4		
1105	District 5 General Department (Including MACs)	60	1/07	4		
	<b><u>County Administrator</u></b>					
0031	General Department	150	12/05	4		
	<b><u>Risk Management</u></b>					
0043	General Department	250	5/14	2		
	<b><u>Assessor</u></b>					
0016	General Department	150	1/07	4		
	<b><u>Auditor-Controller</u></b>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/14	1 (Law)	X	60
0007	General Department	200	12/10	4		
	Fixed Assets Process	120	2013	5		
	Contracts Process	120	3/12	Special		
0112	Fund 8109	100	1/10	5		
0113	Miscellaneous Trust Funds	300	1/10	4		
0116	Medical & Dental Premium Payments	200	4/14	2		
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)	60		1	X	60

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		Historical			Scheduled	Estimated
	Department	Estimated	Last Done	Preferred	For	Hours
	Project Description	Hours	Through	Cycle (yrs)	2015	2015
	<b><u>Treasurer-Tax Collector</u></b>					
0151	Treasury Cash & Investments - 1st qtr	100	3/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr	100	5/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	100	7/1/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	100	9/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr	100	12/13	1/4 (Law)	X	100
0152	State of California trust (8011)	40	4/13	4		
0158	Partial Payments Trust (8313)	50	2/08	4		
0153	Tax Collector's Special Trust (8314)	50	4/14	4		
0154	Supplemental Tax Collection	150	12/13	2		
0155	Duplicate payment trust (8315)	65	4/14	4		
0156	Tax redemptions	200	12/05	3	X	240
0157	Secured Tax Collection	200	3/09	2		
	Unsecured Payment Trust	60	2/08	4		
0159	Unsecured Tax Collection	200	2/08	2		
0172	Treasury Oversight Committee (calendar year)	120	12/13	1 (Law)	X	180
0173	Transient Occupancy Tax	120	12/07	NEW		
	<b><u>Purchasing</u></b>					
0202	Sale of surplus equipment	120	12/04	4		
1491	Purchasing	175	3/14	4		
1493	Procurement Card Program - 3rd qtr	30	9/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr	30	12/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	30	3/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	30	6/14	1/4 (CAO)	X	40
	<b><u>Department of Information Technology</u></b>					
0147	General Department	100	4/14	3		
0258	Communications equipment inventory	100	6/12	3		
	<b><u>Office of Revenue Collections</u></b>					
	Wrap up of Tom's audit of ORC A/R that was forwarded to depts (esp HSD who outsourced) <i>(special)</i>		(special)		X	400
	<b><u>County Counsel</u></b>					
	General Department	100	NEW?	5		
	<b><u>Human Resources</u></b>					
0351	General Department	150	4/06	5		

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	Project Description					
	<b><u>Child Support Services</u></b>					
2401	General Department	175	3/10	3		
	<b><u>Clerk-Recorder</u></b>					
3551	General Departmental	400	6/08	2	X	475
	GC27361(d)(4) project re: SSN truncation - Required to be performed by <b>12/2013</b> and <b>12/2017</b> <b>(between 6/1/17 and 12/31/17)</b>		2013	4		
	<b><u>District Attorney</u></b>					
2421	General Department	175	3/11	3		
3641	Public Administrator	100	3/10	2		
	<b><u>Public Defender</u></b>					
2431	General Department	100	4/09	5		
	<b><u>Sheriff-Coroner</u></b>					
2551	Escrow Fund (aka Sheriff's Civil)	300	12/10	2		
2552	Revolving Fund/Employee Compensation	100	5/12	2		
2553	Seized & Forfeited Property <i>including fund 836000 (CASE Asset Forfeitures)</i>	100	12/12	5		
3002	Inmate Welfare Fund (2 yr law repealed)	140	6/07	2	X	200
3003	Custody Alternative Programs	300	12/04	4	X	350
3005	Inmates'cash	400	12/13	2		
3591	Coroner	100	1/10	5		
2555	Sheriff Training Center	200	12/07	2		
	<b><u>Probation</u></b>					
3081	General Department	200	12/13	2(Law)		
	<b><u>Agriculture</u></b>					
3351	General Department	100	3/13	4		

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	<b><u>Conservation and Development (DCD)</u></b>	split below	4/12	2		
	Keller Canyon - follow up to 2010 exam		2010		X	120
	<u>Building Inspection</u> (now part of Cons & Dev Dept)					
3401	General Department	350	4/12			
???	Inventories		6/07	3		
	<u>Community Development</u> (now part of Cons & Dev Dept)					
3571	General Department	400	4/12			
3572	Weatherization Division Business Process Review		6/10			
	<b><u>Animal Services</u></b>					
3661	General Department	300	4/10	2		
	<b><u>Health Services</u></b>					
4501	Public Health	250	12/13	2		
4521	Environmental Health-Hazardous Materials Div	250	3/10	2		
4671	Alcohol and Other Drugs	175	2/10	2		
4671	Mental Health	175	2/10	2		
4671	Mental Health Contracts ( <i>special</i> )		(special)		X	200
5402	Hospital Timekeeping	100	12/08	2		
5402	Hospital and Clinics (Collections and Petty Cash)	150	1/09	2	X	200
4510	Conservatorships/Guardianships	250	12/08	2	X	275
5406	Patients Trust & Valuables	50	3/09	4		
	Materials Management		3/13	3		
5408	CCHP Vendor Payments	150	5/14	3		
5401	Year End Inventory Control (Pharmacy)	110	6/09	3	X	115
5401	Year End Inventory Control (General Stores and Materials)	110	6/09	3	X	115
	<b><u>Employment &amp; Human Services</u></b>					
5001	General Department	700	1/09	2		
	Trust Funds	100	Special		X	100
5005	In Home Supportive Services (IHSS)	175	12/08	3	X	175
0111	Welfare Accounting (formerly w/Auditor Controller)	240	7/12	3		
	<b><u>Community Services (EHSD)</u></b>					
5883	General Department	400	5/11	2		
5882	Weatherization Projects Inventory <i>SEE DCD ABOVE</i>	←	6/07	3		
	<b><u>County Libraries</u></b>					
6201	General Department	200	12/12	4		

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	<b>Public Works</b>					
6501	General Department (incl County Special Dist)	400	3/10	2		
6521	Inventories	50	6/12	3		
	<b>(OLD) General Services:</b>					
0631	Fleet Services Inventory	100	6/11	3		
0791	Craft inventories and Custodial Supplies Inventory (combined)	100	6/14	3		
1481	Print and Mail (Central Services) Inventory	120	6/14	3		
1492	Capital Leases	240	6/13	3		
0632	Vehicle Inventory	150	6/13	3		
	<b>Veterans Affairs</b>					
0580	General Department		NEW			
	<b>Contra Costa Fire Protection District</b>					
9502	General Department	300	3/14	2		
	Fleet Parts and Fuel Inventories	100	6/10	3		
	Other Supplies Inventory	80	6/13	3		
	<b>Crockett-Carquinez FPD</b>					
	General Department	100	12/09	5		