



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: May 11, 2021

Subject: Add one Treasurer's Investment Ops. Analyst and Administrative Services Assist. II; cancel one Collection Enforcement Supervisor and Accounting Tech.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25726 to cancel one (1) Collection Enforcement Supervisor (SMTB) (represented) position number 14441 at Salary Plan and Grade K65 1446 (\$5,506 - \$6,693) and one (1) Accounting Technician (JD7A) (represented) position number 312 at Salary Plan and Grade 3RX 1236 (\$4,461 - \$5,697); add one (1) Treasurer's Investment Operations Analyst (S5SD) (represented) at Salary Plan and Grade ZB5 1707 (\$7,130 - \$8,667) and one (1) Administrative Services Assistant II (APVA)(represented) at Salary Plan and Grade ZB5 1475 (\$5,667 - \$6,888) in the Treasurer-Tax Collector's Office.

FISCAL IMPACT:

This action is anticipated to be cost neutral to the department.

BACKGROUND:

The County's investment pool has grown substantially over the years, the highest balance recently reaching over \$4.5 billion. Consequently, the trade volume has also increased along with a greater workload in security research and analysis and credit monitoring.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/11/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 11, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Ronda Boler, (925)
957-2806

Approximately 85% of all investment activity is handled

BACKGROUND: (CONT'D)

by the Treasurer's division. A single Treasurer's Investment Operations Analyst position is no longer sufficient to maintain the workload as is. The Investment Operations cannot afford the risk of having only one position to cover the increasing number of investment transactions. The funding for this position would come from the recently vacated Collection Enforcement Supervisor position. The Department does not plan to refill this position as the Tax Compliance group has been reintegrated with the rest of the Tax Collector's division. The Assistant Tax Collector will assume the tasks of the Collection Enforcement Supervisor. Additionally, there is a need for a dedicated trained individual to oversee and address personnel matters as well as file, maintain and update related Human Resource and Risk Management documents. The funding for this position would come from an Accounting Technician position currently vacant. The Department does not plan to fill the Accounting Technician position as its duties have been redistributed among Account Clerks and Accountants in the Tax Collector's division.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, staffing will not be at the ideal level to accomplish the goals of the Department.

ATTACHMENTS

P300 25726