



Contra
Costa
County

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: September 7, 2021

Subject: Add one Property Tax Business Systems Manager (LWVD) position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25792 to add one (1) Property Tax Business Systems Manager (LWVD) (represented) position at Salary Plan and Grade ZA5 1836 (\$_{8,345} - \$_{11,183}) in the Treasurer-Tax Collector's Office.

FISCAL IMPACT:

The position will have an annual salary and benefit cost of \$164,230 (including approximately \$27,000 in pension costs). The cost of the position will be funded by salary savings from the cancelation of the Chief Deputy Treasurer-Tax Collector position.

BACKGROUND:

The Property Tax Business Systems Manager has been vacant since August 8, 2008. Since that time the Chief Deputy position assumed many of its responsibilities. The Chief Deputy Treasurer-Tax Collector - Exempt position was recently vacated and canceled along with two other positions. Therefore, there is available funding to add a Property Tax Business Systems Manager.

Over the past several years there

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/07/2021** ☒ 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: September 7, 2021

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

By: June McHuen, Deputy

Contact: Ronda Boler, (925)
957-2806

cc: Sylvia Wong-Tam, Ronda Boler

BACKGROUND: (CONT'D)

has been a growing need to restore the Property Tax Business Systems Manager as the office has acquired a number of new information systems. These programs require constant administrative attention for upgrades, backups, tests, modifications, user access, and troubleshooting. Additionally, quality assurance and data security have become more critical for business continuity and recovery. Just as important, the office is preparing to issue an RFP to modernize the Tax System, and this position will play a major role in the transition to and maintenance of the new system. It will take at least a year or two for the selected candidate to become familiar with all the functions and procedures of the tax operation.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not be able to ensure the integrity and security of data in its various business systems.

ATTACHMENTS

P300 25792