

The County of Yuba

Human Resources and Organizational Services



TO: Board of Supervisors

FROM: Human Resources and Organizational Services, Cindy Clark

SUBJECT: Human Resources: Adopt resolution to amend Classification System - Basic Salary/Hourly Schedule; and adopt resolution to amend Department Position Allocation Schedule as it relates to the Treasurer - Tax Collector's Office, effective November 1, 2022.

DATE: October 25, 2022

NUMBER: 556/2022

Recommendation

1. Adopt resolution amending the Classification System – Basic Salary / Hourly Schedule set forth in “Attachment A”, effective November, 1, 2022
2. Adopt Resolution amending the Department Position Allocation Schedule as it relates to the Treasurer – Tax Collector’s Office, effective November 1, 2022

Background / Discussion

The County’s salary schedule and position allocation schedule are brought to the Board intermittently throughout the fiscal year and as needed to address specific department’s recruitment needs, attrition, succession planning, and changes to organizational structure. The item before your Board relates to the Treasurer – Tax Collector’s Office.

The Treasurer – Tax Collector requested, and the County Administrator’s Office and Human Resources supported, an organizational assessment of the treasurer and tax collection operations to ensure the allocated positions in the Office were appropriately classified. The Human Resources Department contracted with an outside consultant, Bryce Consulting Inc. The consultant found most

positions to be appropriately classified with the exception of the sole supervisory position. The consultant recommended creating a mid-management classification titled Treasury and Tax Manager with a base salary commensurate with the County's internal compensation structure. The Treasury and Tax Manager class better reflects the specialized level, scope of work, knowledge and skills required of the Office's business operations. Human Resources concurs with the consultant's recommendations.

Additionally, it is the joint request of the Treasurer – Tax Collector's Office and Human Resources' to allocate the Treasury and Tax Manager position to the Treasurer – Tax Collector's position allocation schedule and to delete the Chief Deputy Treasurer – Tax Collector position, that has been vacant and unused for over six years.

Committee

This item has bypassed committee due to the limited number of Board meetings in the remaining calendar year.

Fiscal Impact

The cost will be absorbed by the Treasurer – Tax Collector's FY 22/23 budget.

Attachments

556/2022 Resolution to amend Classification System Basic Salary Hourly Schedule

556/2022 Resolution to amend Department Position Allocation Schedule - Treasurer Tax Collector Office