



# HUMAN RESOURCES DEPARTMENT

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LAURA S. ARMOR  
Director

January 27, 2009

Board of Supervisors  
County of Marin  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Classification study of Accounting Assistant positions in the Accounts Payable section of the Auditor-Controller's Office.

Dear Board Members:

**RECOMMENDATION:** It is recommended by the Director of Human Resources and the Assistant Auditor-Controller that your Board approve the following effective February 8, 2009:

1. Reallocate positions #13910030, #13910031 and #13910028 in Cost Center 3200013200 from the class of Accounting Assistant (1391) BU/FG 01/01, to Senior Accounting Assistant (1390) BU/FG 01/01.
2. Reclassify the incumbents in the class of Accounting Assistant (1391) positions #13910030, #13910031 and #13910028, to Senior Accounting Assistant (1390) and place the incumbents at step 4 (\$27.18) effective the pay period beginning February 8, 2009.

**SUMMARY:** Human Resources conducted a classification study for three Accounting Assistant positions in the Accounts Payable section of the Auditor-Controller's Office. The incumbents are responsible for processing all of the County's non-purchase order invoices for payment and ensure that all of the vendors receive payment. In addition, they implement and maintain all of the vendor information in SAP and monitor and process cash transactions, wire transactions, credit card payments and balances, cancel and reissue checks, and process transactions for special districts. The work the incumbents perform is appropriately classified at the level of a Senior Accounting Assistant.

**FISCAL IMPACT:** The cost including benefits for the remainder of the fiscal year for the pay period beginning February 8, 2009 is \$8,533. The total annual cost including benefits is \$24,652. The department will work with the County Administrator's Office to offset FY 08-09 costs during the A&E process and ongoing costs as part of the baseline budget process.

<b>REVIEWED BY:</b>	( )	Auditor Controller	( X )	N/A
	( )	County Counsel	( X )	N/A
	( X )	Human Resources	( )	N/A

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Respectfully submitted,

Laura S. Armor  
Director of Human Resources

cc: Sandra Barrett, Senior Payroll Accounting Technician, Auditor-Controller  
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Larry Daniel, Principal Personnel Analyst, Human Resources  
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