

COUNTY OF MARIN

HUMAN RESOURCES DEPARTMENT

JOANNE PETERSON
Director

September 14, 2010

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

SUBJECT: Classification study of Accountant II position in the Department of Finance.

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources that your Board adopt the following, effective September 19, 2010.

1. Reallocate position # 03700013 in Cost Center 320001310001 from the class of Accountant II (0370) BU/FG 01/01, to the class of Senior Accountant (0373) BU/FG 01/01.
2. Reclassify the incumbent in the class of Accountant II (0370) position #03700013 to Senior Accountant (0373) and place the incumbent at Step 4 (\$40.79) effective the pay period beginning September 19, 2010.

SUMMARY: Human Resources conducted a classification study of an Accountant II position in the Department of Finance at the request of the department. This incumbent performs complex work within the Department of Finance in the ongoing maintenance and configuration of financial information systems, working closely with the MERIT team in the Information Services & Technology Department. The incumbent exercises a high level of independence and knowledge of both generally accepted accounting principles and extensive knowledge of financial information systems. Due to the high complexity of and required skill sets of this position, it is recommended that the incumbent be reclassified to the class of Senior Accountant.

FISCAL IMPACT: The estimated full cost of the recommended action will be \$10,513 which will be offset by salary savings in the current year and will be added to the subsequent budget year's baseline. Based on an effective date of September 19, 2010, the prorated full cost for the remainder of the fiscal year will be \$8,087.

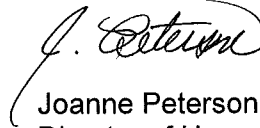
REVIEWED BY:	<input checked="" type="checkbox"/> (X)	County Administrator's Office	<input type="checkbox"/> ()	N/A
	<input type="checkbox"/> ()	County Counsel	<input checked="" type="checkbox"/> (X)	N/A
	<input type="checkbox"/> ()	Department of Finance	<input checked="" type="checkbox"/> (X)	N/A
	<input checked="" type="checkbox"/> (X)	Human Resources	<input type="checkbox"/> ()	N/A

Respectfully submitted,



Michael Aycock
Personnel Analyst

Reviewed by:



Joanne Peterson
Director of Human Resources

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Budget manager, County Administrator's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
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Angela Nicholson, Principal Personnel Analyst, Human Resources
Vicki Martinez, Senior Personnel Analyst, Human Resources
Liz Paris, Deputy Director of Human Resources, Human Resources
Mark Walsh, Director of Finance, Department of Finance