

Agenda Date: October 21, 2010
Agenda Placement: Admin.
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Terry Dressler, Air Pollution Control Officer

CONTACT: Sharyl K. Preskitt, 961-8828

SUBJECT: Adopt Revised Class Specification and Related Revisions to the Classification and Salary Resolution

RECOMMENDATION:

- A. Adopt the revised class specification entitled Accounting Technician I, II, III.
- B. Approve and adopt the attached Resolution amending the APCD's Classification and Salary Plan to:
 - 1. Delete one (1) Payroll Technician I/II; and
 - 2. Add one (1) Accounting Technician III.

DISCUSSION:

As the District has continued to reduce in size over the years and in anticipation of an upcoming retirement, it is appropriate at this time to review and revise class specifications. Attached for your review and consideration is the following class specification: Accounting Technician I, II, III.

Due to recent turnover in our Fiscal section and in anticipation of the upcoming retirement of our Supervising Accountant, we are proposing to add a senior level position and consolidate the tasks of current personnel within the section. Adding a senior level position will ensure continuity of work flow and lead direction during the transition period between supervisors. We have proposed adding payroll functions to the Accounting Technician series in an effort to consolidate the tasks into one classification.

Fiscal Impact

The cost to implement the Accounting Technician III position for the remainder of the fiscal year is \$3,640 and will be funded within the existing budget.