



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Auditor-Controller-Treasurer-Tax-Collector

Subject: Auditor-Controller-Treasurer-Tax Collector Staffing Request

Meeting Date: May 6, 2025

Formal Title: Approve addition of 1.0 full-time equivalent (FTE) Sr. Accountant-Auditor and deletion of 1.0 FTE Accountant, and take related actions

Recommended Actions

1. Approve the addition of 1.0 full-time equivalent (FTE) Sr. Accountant-Auditor position and deletion of 1.0 FTE Accountant position in the Auditor-Controller-Treasurer-Tax Collector's budget for the General Accounting Division; and
2. Direct the Auditor-Controller-Treasurer-Tax Collector to refer this position to the Personnel Department for classification, recruiting, and hiring.

Executive Summary

The Auditor-Controller-Treasurer-Tax Collector's Office currently has a vacant 1.0 FTE Accountant position assigned to the General Accounting Division. However, there is a need for a 1.0 FTE Sr. Accountant-Auditor, to provide a higher level of skill and expertise to support the management of complex fiscal tasks, as well as provide an additional level of management in the General Accounting Division.

Discussion

The Auditor-Controller-Treasurer-Tax Collector's Office currently has a 1.0 Full-Time Equivalent (FTE) Accountant position assigned to the General Accounting Division. However, this position has remained vacant since December 2024, following the departure of the previous incumbent. As a result, the General Accounting Division has had to reassign several key accounting responsibilities to the Audit and Systems Division. These responsibilities include, but are not limited to, overseeing the preparation of the Single Audit, managing the Countywide Cost Allocation Plan, and handling high-level FEMA Accounting tasks. While this position has remained vacant, it has become clear that a higher-level managerial and supervisory role is necessary in the General Accounting Division to effectively manage these responsibilities. Shifting these responsibilities back from the Audit and Systems Division to the General Accounting Division will enable the Audit and Systems Division to focus on its core functions, particularly the ongoing implementation of the Workday Human Capital Management (HCM) System.

Considering these challenges, the Auditor-Controller-Treasurer-Tax Collector's Office is proposing to delete the vacant Accountant position and add a 1.0 FTE Sr. Accountant-Auditor position. The Sr. Accountant-Auditor position will provide a higher level of skill and expertise to more effectively address critical administrative and operational needs. It will enhance the Auditor-Controller-Treasurer-Tax Collector's Office's ability to manage complex programmatic, fiscal, and administrative tasks, while also exercising supervision over journey-level accounting staff and will additionally take on the responsibility of assisting with the Adopted Budget process.

Furthermore, the Sr. Accountant-Auditor will ensure sufficient and effective support for

The Auditor-Controller-Treasurer-Tax Collector's Office management team, helping them meet strategic objectives, address emerging challenges, and maintain the division's commitment to safeguard the assets of the taxpayer.

Financial Impact

There is sufficient salary savings in the General Accounting Division to absorb this staffing change in 2024-25, and this position change is included in the Auditor-Controller-Treasurer-Tax Collector's Proposed 2025-26 Budget.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Edith Driscoll, Auditor-Controller-Treasurer-Tax Collector

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.