MEETING DATE: November 19, 2013
Submiting Department(s): Department of Finance

Contact: Edward J. Lamb
Phone: 530-934-6476

BRIEF SUBJECT/ISSUE DESCRIPTION:
On October 15, 2013, the Board granted additional funding to the Department of Finance for salaries and benefits. The Board requested these monies be used to fund an Internal Auditor and other accounting staff functionality. Accordingly, the department requests the addition of one position to the department PAL: Internal Auditor.

AGENDA PLACEMENT
AGENDA ITEM TRANSMITTAL

Required ___ Minutes
☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
☐ Receive Concurrency

ATTACHMENTS
☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution

LEGAL/PERSOENL/FISCAL
☐ County Counsel
☐ Personnel
☐ Finance

CLERK INSTRUCTIONS
☐ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

Public Hearings:
☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

LEGISLATION
☐ State
☐ Federal

Bill#: __________
☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT
☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS
☐ New
☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
☐ Contract No.:
☐ Fiscal Year:

RECOMMENDED ACTION/MOTION:
Amend the Position Allocation List to add 1.0 FTE – Internal Auditor, range 439.

Reviewed By (if applicable):

Department Head

Personnel Director

Department of Finance

CC:
EXECUTIVE SUMMARY
On October 15, 2013, the Board approved additional monies to the Department's Budget for Salaries and Benefits and instructed the Department to return to discuss hiring an Internal Auditor and provide information on the feasibility of hiring other accounting support staff (Accountant I underfilled with an Accounting Technician) for the department which had been left unfilled due to budgetary uncertainty in the last budget cycle.

RECOMMENDATION(S):
Approve the following:
   Amend the Position Allocation Table to add 1.0 FTE Internal Auditor position, range 439

HISTORY AND BACKGROUND:
The Internal Audit position was first enacted in 1998 and has had three individuals fill the position. The last was Stanley T. Rozmaryn, who was appointed Director of Finance, in December 2010. Since that time the position has been unfilled due to budget constraints and the audits of County Departments and Special Districts has gone undone. Many Special Districts have not had required audits because they could not afford the cost of hiring an outside CPA firm to conduct such.

In March 2013, the Accountant I position became vacant. The position was recruited, but was left unfilled because of anticipated budget constraints. The approved budget subsequently did not provide funding for the position, however, the workload of the office did not diminish.

FISCAL/PERSOONNEL IMPACT(S):
The Internal Audit position is a range 439 with the E step at $40.22 per hour or $83,657.60 and including maximum benefits approximates $124,700 per year.

The Accounting Technician position is range 278 with the E step at $18.02 or $37,481.60 and including maximum benefits approximates $64,000 per year.

Since the likelihood of being able to hire prior to January 1, 2014 is low, the likely cost for both positions for the fiscal year should be less than $94,000. It should also be noted that since both positions are fully allocated under A-87 and/or direct billing with the true general fund impact being approximately $37,600, or 40%.

ANALYSIS/DISCUSSION
It should be noted that, while Glenn County ranks 48th in population among California Counties, its Finance function ranks 57th in size with only Alpine County (population 1,088) with six employees for the combined auditor, controller, treasurer, and tax collector functions ranked lower.

Additionally, it should be noted that other counties that have an internal audit function have chosen to outsource some or all of that function and thus reduce the downstream retirement obligations associated with the position.
BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA
RESOLUTION NO. 2013-____

A RESOLUTION TO AMEND THE POSITION ALLOCATION LIST FOR THE DEPARTMENT OF FINANCE – TO ADD ONE POSITIONS: INTERNAL AUDITOR

WHEREAS, the Board of Supervisors granted additional funding to the Department of Finance for salaries and benefits and requested that said monies be used to fund an Internal Auditor and other Accounting staff; and

WHEREAS, the Personnel Director has reviewed these changes; and

WHEREAS, both positions are fully allocated under A-87 and/or direct billing with the true general fund impact being approximately $37,600 or 40%;

NOW, THEREFORE BE IT RESOLVED pursuant to the requirements of Section 03.040.050 of the Glenn County Code, the Board of Supervisors of the County of Glenn does hereby resolve and order the Position Allocation list for the Department of Finance is amended as noted below:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Current FTE</th>
<th>New FTE</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Auditor</td>
<td>0.0</td>
<td>1.0</td>
<td>+1.0</td>
</tr>
</tbody>
</table>

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting thereof held on _____________, 2013, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

JOHN K VIEGAS, Chairman
Board of Supervisors,
Glenn County California

ATTEST:

JAMIE CANNON, Clerk of the Board
Board of Supervisors, Glenn County, California
APPROVED AS TO FORM:

HUSTON CARLYLE, County Counsel
Glenn County, California