2022 RES-059

AUTHORIZING THE RECLASSIFICATION OF A POSITION FROM AN ACCOUNT CLERK I TO AN ACCOUNT CLERK II IN THE CONTROLLER'S OFFICE

The former incumbent in position #0163 in the Controller's Office took a position in a different county department. While the position was vacant, a number of duties were automated, reassigned, or eliminated. The Controller's Office developed a new position description including the remaining duties along with new duties to provide backup to critical functions and to improve customer service by expanding the ability to offer vendor payments via ACH rather than by check.

The new position description was reviewed by Employee Relations and assigned a classification of an Account Clerk II.

THEREFORE BE IT RESOLVED that position #0163 be reclassified from an Account Clerk I (G11) to an Account Clerk II (G14) and that permission to fill the position after a six month vacancy be granted.