

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to request for substitute authority for six Tax Compliance Officers for the Office of Finance.

Recommendation for Council action:

APPROVE the substitute authority request from the Office of Finance for six Tax Compliance Officers for the period of January 1, 2013 through June 30, 2014.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that there is no additional impact on the General Fund. The requested substitute authorities are to transition existing employees from Finance Collection Investigators, an obsolete class, to Tax Compliance Officer. The transition will not result in salary increases.

Community Impact Statement: None submitted.

Summary:

On January 21, 2014, your Committee considered a January 10, 2014 CAO report relative to request for substitute authority for six Tax Compliance Officers for the Office of Finance. According to the CAO, as part of the 2013-14 budget deliberations, Council adopted a policy to require Council approval for substitute positions that are not required for layoff avoidance. Accordingly, the Office of Finance (Department) requests approval for six substitute Tax Compliance Officer (TCO) I authorities to appoint six Finance Collection Investigators (FCI) to TCO and phase out the FCI classification. The maximum salary for a TCO I is less than the maximum salary of a FCI.

The Department has been approved to Y-rate the employees to ensure that they are not negatively impacted by the transition. The FCI classification is unique to the Department and has gradually been phased out to give the Department more flexibility and employees more training and promotional opportunities. The TCO classification can perform tax discovery, enforcement, and investigations, while FCIs are restricted to collection activities. The Department found that the limited duties made it difficult for FCIs to qualify for promotions. To address this, the Department has been working with the Personnel Department (Personnel) to reallocate all FCI authorities to TCO. In 2011-12, the Department had 13 FCI authorities and since then, six have been reallocated to TCO. Of the remaining seven, six became eligible to be appointed TCOs through a status examination and one is expected to retire. Approval of this request will allow the Department to appoint the FCIs to TCO and Personnel to complete the reallocation.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the six substitute authorities as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

**MEMBER**   **VOTE**

KORETZ:   YES

O'FARRELL: YES

FUENTES:   YES

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**