MEMORANDUM

Date: September 5, 2019

To: Budget Committee

From: Dale Peterson
Davis County Assessor

RE: Reclassify Office Specialist II to become Office Manager I

Summary: The Davis County Assessor's Office is proposing to reclassify a vacant Office Specialist II position to an Office Manager I position.

Proposal: We propose to reclassify the currently vacant Office Specialist II position to become an Office Manager I position. If the proposal is approved, we plan to recruit internally for the Office Manager position. The creation of the Office Manager position creates efficiency by reducing the number of direct reports to the Deputy Director - who currents directly supervises ten other employees. We believe this change will increase accountability by having the Office Specialists report to an individual who is working alongside them and who is aware of issues as they develop.

Costs of the proposal: The reclassification to an Office Manager position will represent a cost increase of about $3800 annually - including benefits. For the remainder of 2019, we estimate the cost to be about $1200 - including benefits. We plan to eliminate the Data Collector position resulting in a net savings of about $2000 in FY 2019 and going forward.

Benefits of the proposal: As mentioned above, if this proposal is approved, we will save money by eliminating a Data Collector position we no longer need. We will also reduce the number of direct reports to the Deputy Director. Further, we increase accountability by having Office Specialists report to someone who works alongside them and doesn't supervise ten other people. Finally, we anticipate the Office Manager position assuming some duties of the Personal Property Appraiser when the incumbent retires next year.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.