MEMORANDUM

Date: **September 4, 2020**
To: **Davis County Budget Committee**
From: **Heidi Voordeckers**
Chief Deputy – Clerk/Auditor
RE: **Accounting Tech III to Tax Admin Lead**

Summary: The Tax Administration Division of the Clerk Auditors office has been undergoing a minor reorganization with the retirement of Diane Law. In preparation for her retirement, responsibilities were shifted amongst the team of accounting technicians in order to provide greater redundancy as well as cross-training the most experienced (Position C, below) accounting technician on the executive functions of the office. This process has allowed for an expanded review of the division of labor in the office and complexity of job functions, but also revealed compression issues amongst the staff.

The division is undertaking several new initiatives this year in order to "modernize" the office and improve efficiencies for both staff and tax payers. These include:

- Extensive work on the tax program rewrite, suggesting programming changes, and testing compliance with statutory requirements.
- Transition to online reporting and filing for all abatement programs.
- Increased public outreach on available programs.

Proposal: We have two experienced accounting technicians working in the department, as well as one that has only been in the department for a year and a half (transferred from another County department). A summary of their titles/wages is below:

Position	Title	Date hired by Tax Admin	Last Career Ladder	Wage
A	Acct Tech II	N/A	N/A	$18.03
B	Acct Tech II	11/23/2013	N/A	$18.32
C	Acct Tech III	07/27/2009	9/12/2013	$21.18

I would like to address the compression issues between Position A and Position B in the 2021 budget year by requesting a career ladder from Acct Tech II to Acct Tech III. In preparation for this, and to recognize the increased responsibility undertaken by Position C, I would like to promote this position to a "Tax Administration Lead", which is more clearly reflective of the work conducted in this office. This would be a move from a Grade 14 to a Grade 16. The resulting increase in pay is expected to be approximately $.065/hour (or $1.00/hour with benefits).

Costs of the proposal: The cost of this request (both wages and benefits) through the end of 2020 is approximately $580, which would be easily covered by the existing payroll budget. In 2021, the cost of the promotion for the entire budget year is approximately $2,300.

Benefits of the proposal: The County will benefit by retaining an engaged and committed staff through a period of sustained significant business practice change. This is critical to the success of the above-mentioned initiatives (i.e., we need experienced employees in order to create the best possible tax program and online customer filing interface). This also provides opportunities for the division to extend the career pattern and growth for those assigned critical statutory functions.

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