

# AUDITOR AGENCY

Function & Organization Chart  
FY 2013 - 2014

## MISSION STATEMENT:

The Auditor-Controller Agency, through the efforts of its employees, shall provide the highest degree of accountability and service when administering public funds, and in the protection of official public records.

Budget Unit #	Budgeted Funded Positions
140100	94
140200	43
140300	73
Total	210

**AUDITOR AGENCY  
DEPARTMENT #140100**

Development and maintenance of the County's accounting, payroll, audit, tax analysis, budget and grants, and cost plan systems and procedures.

Administers the Small Local Emerging Business (SLEB) program including certification and recertification of small and emerging local businesses and maintaining the online SLEB vendor database.

Develops, implements and administers contract compliance systems, policies and procedures and reports out contract compliance, certification activity and business utilization.

**1 - AUDITOR-CONTROLLER/  
CLERK RECORDER**

**1 - CHIEF DEPUTY AUDITOR**

1 – Assistant Controller  
8 – Division Chief  
7 – Principal Auditor  
7 – Senior Supervising Auditor  
1 – Information Systems Manager  
1 – Departmental Personnel Officer I  
1 – Administrative Specialist II  
1 – Administrative Secretary  
36 – Senior Auditor  
29 – Auditor Associate III

**CENTRAL COLLECTIONS  
DEPARTMENT #140200**

Collects court-related fines and restitutions, Social Services Agency overpayments, and certain other receivables which are mandated by a myriad of State and Federal laws and regulations.

**1 - AUDITOR-CONTROLLER/  
CLERK RECORDER**

**1 - CHIEF DEPUTY AUDITOR**

**1 - DIVISION CHIEF**

- 1 - Principal Auditor
- 1 - Senior Supervising Auditor
- 1 - Information Systems Specialist
- 1 - Information Systems Technician II
- 1 - Departmental Personnel Officer I
  - 4 - Collection Supervisor II
  - 1 - Administrative Specialist II
  - 3 - Financial Hearing Officer
- 15 - Collection Enforcement Deputy II
  - 1 - Senior Auditor
  - 12 - Auditor Associate III
  - 1 - Clerk II

**COUNTY CLERK/RECORDER  
DEPARTMENT #140300**

Records all recordable documents and maps, collection and distribution of fees and taxes from recording documents and maintenance of vital statistics register, which includes birth, death, and marriage records.

Files various documents which include fictitious business names, notary bonds, process server and photocopier bonds, environmental impact reports and miscellaneous filings.

**1 - AUDITOR-CONTROLLER/  
CLERK RECORDER**

**1 - CHIEF DEPUTY AUDITOR**

**1 - DIVISION CHIEF**

1 - Assistant Controller  
1 - Assistant Clerk-Recorder  
2 - Principal Auditor  
2 - Senior Supervising Auditor  
5 - Clerk Recorder Supervisor II  
1 - Administrative Specialist II  
3 - Senior Auditor  
1 - Administrative Assistant  
56 - Auditor Associate III