
Treasurer-Tax Collector Newsletter

At A Glance ~ June 2018

Treasurer

Sandie Arnott, Treasurer-Tax Collector

• June 5th election results reflected a win for me to another term. With your assistance, I vow to ensure all goes well with the timely implementation of our new TaxSys property tax system; that we continue to seek ways to create efficiencies and continue to provide the best customer service possible to our taxpayers. Thanks for all your support and good work day-to-day. I certainly couldn't do my job without you. I am so very fortunate to have you all as members of my staff - you're all awesome!

• I will be out of the office the week of 6/11 as my term as President of the California Association of County Treasurers and Tax Collectors comes to an end. Mary Zeeb, Monterey County Treasurer-Tax Collector, will assume the role of President while I assume the Immediate Past President role. Can't believe how quickly the year flew by, but appreciate that I will have less of a hectic schedule as a result.



The Treasurer-Tax Collector Department Walk took place on Monday, April 30.

L-R: Sandie Arnott, Joe Demeo, Tiffany Htwe, Janice Romanini, Gina Luiz, Bahar Ghiassy, and Jimmy Chu

Tax Collector

Robin Elliott, Assistant Tax Collector

• We will be interviewing for the IS System Application Analyst III position June 6.

• We are currently working with HR to schedule FOS interviews for our open FOS position after the current recruitment closes in June.

• Robin will be attending the CACTTC June conference in Yosemite the week of June 11.

• Grant Street Group will be onsite the week of June 25.

• We are tentatively scheduled to go live with our new IVR solution on June 25.

Cashiers

Sam Mishra, Cash Management Specialist Supervisor

• Due to office reorganization and a needs assessment, May 30 was the last Wednesday for property tax collection at the South San Francisco office. The SSF office will reopen from October 1 thru December 10 for property tax collection.

• Terry Morales, serving in the capacity of retiree extra help is assisting in the cashiering area as extra help when coverage is needed.

Human Resources & Wellness

Tiffany Htwe, Management Analyst

• **Heart Walk 2018:** Save the Date! The Heart Walk will take place on Thursday, September 20 from 11:00 am to 1:30 pm at the Marine View Park on Oracle's campus. Bahar will serve as the Treasurer-Tax Collector team lead and Gina is a coach. More details to follow shortly.

• **Payroll:** Please keep in mind that your time card is due every Thursday (if you are off on Friday), or Friday. Do not wait until the following Monday to submit your time card. That is the time for Supervisors and Payroll Coordinators to verify and approve them. Please continue to verify your time and your employee hours weekly. Also, please turn in your time card promptly and accurately. You are responsible for reporting your total hours worked and time off correctly. If you submitted your time card with an error, it will be corrected in the following pay period. All time cards will be locked out 9 A.M. every Tuesday and no one (including the supervisors) will have access to make changes except the payroll coordinators (Mary & Tiffany).

A friendly reminder: please obtain supervisor approval for your time off before you submit it to payroll, with the exception of emergency time off when your supervisor is not available.

• **Wellness:** I am pleased to inform you that Bahar is now our department Wellness Champion. Bahar was a former Wellness Champion for the Controller's office. Based on her experience with the County Wellness Committee, I am confident that she will do a great job as a Wellness Champion for the Office.

• **HR Updates:** Bahar and Tiffany are the contacts for LMS and Card Key Coordinators in the Treasurer-Tax Collector office.

During the month of May, the following Fiscal Office Specialists were promoted:

Gene accepted the IT Tech position effective May 7.

Bahar accepted the Admin Assistant position effective May 21.

Jimmy accepted the FOS Supervisor position effective June 4.

Congratulations Gene, Bahar, and Jimmy!!! Kudos to our management team for creating growth opportunities for the internal employees who have skills and abilities and most importantly, are the best fit for the organization.

Investments

Charles Tovstein, Chief Investment Officer & Joe Demeo, Financial Services Manager II

• The estimated gross earnings for the month ending May 31 were 1.80%



Celebrating in the month of June:

June 28: Tiffany Htwe