

County of Humboldt: Auditor-Controller's Office

A-C Staff Listing

Updated by KPD on:

2/1/2022

Permanent Positions:		Status	Name	Hire Date in County of Humboldt	Time with the County (in years)	Hire Date in A-C Dept	Time with the A-C Office (in years)	Hire Date for Current Position	Time in Current Position (in years)	
1	Auditor-Controller (Elected) (Mgmt)	Filled	Karen Paz Domínguez	7/31/2017	4.5	7/31/2017	4.5	1/7/2019	3.1	A
2	Assistant Auditor-Controller (Mgmt)	Filled	Amanda Loftis	10/3/2011	10.3	10/3/2011	10.3	7/29/2018	3.5	
3	Supervising Accountant/Auditor (Mgmt)	Vacant	-	-	-	-	-	-	-	
4	Senior Accountant/Auditor	Filled	Amanda Cherry	1/23/2018	4.0	1/23/2018	4.0	1/24/2021	1.0	
5	Senior Accountant/Auditor	Filled	LaNae Henderson	9/28/1988	33.4	12/29/2019	2.1	1/24/2021	1.0	
6	Senior Accountant/Auditor	Filled	Jim Hussey	1/29/2008	14.0	9/30/2012	9.3	8/23/2020	1.4	
7	Senior Accountant/Auditor	Vacant	-	-	-	-	-	-	-	
8	Accountant/Auditor I	Filled	Jen Whiteside	8/11/2008	13.5	8/2/15-6/30/18, 6/27/21	3.5	6/27/2021	0.6	
9	Accountant/Auditor I	Filled	Cindy Luke	5/4/2020	1.7	5/4/2020	1.7	5/4/2020	1.7	
10	Accountant/Auditor I	Filled	Lyn Dela Serna-Alburo	6/22/2015	6.6	11/28/2021	0.2	11/28/2021	0.2	
11	Accounting Systems Analyst	Vacant	-	-	-	-	-	-	-	
12	County Payroll Services Manager (Mgmt)	Vacant	-	-	-	-	-	-	-	
13	Payroll Services Supervisor (Mgmt)	Filled	Angela DeMatos	6/30/2008	13.6	10/31/2021	0.3	10/31/2021	0.3	
14	Payroll Specialist I	Filled	Chance Hamilton	3/13/2017	4.9	1/27/2019	3.0	9/19/2021	0.4	
15	Payroll Specialist I	Vacant	-	-	-	-	-	-	-	
16	Senior Fiscal Assistant	Filled	Tim Howard	9/25/1995	26.4	1/9/2022	0.1	1/9/2022	0.1	
17	Senior Fiscal Assistant	Filled	Theresa Baker-Beale	6/28/2020	1.6	6/28/2020	1.6	6/28/2020	1.6	
18	Senior Fiscal Assistant	Filled	Courtney Karnes	8/23/2020	1.4	8/23/2020	1.4	8/23/2020	1.4	
19	Fiscal Assistant I/II	Vacant	-	-	-	-	-	-	-	

Extra Help Positions:										
X1	Executive Secretary	Filled	Hannah Klein	5/10/2021	0.7	5/10/2021	0.7	5/10/2021	0.7	
X2	Executive Secretary	Filled	Dani Burkhart	11/28/2021	0.2	11/28/2021	0.2	11/28/2021	0.2	

Average Number of Years Working for the County: 9.1

Average Number of Years Working in the A-C Department: 2.9

Average Number of Years Working in Current Position: 1.1

G-1

County of Humboldt: Auditor-Controller's Office

A-C Functions List

Updated by KPD on 2/1/22

County of Humboldt: Auditor-Controller's Office																								
A-C Functions List																								
Updated by KPD on 2/1/22			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	XH1	XH2	
			A-C	Asst A-C	Sup A/A	Sr A/A	Sr A/A	Sr A/A	A/A	A/A	A/A	ASA	PM	PSS	PS	PS	Sr FA	Sr FA	Sr FA	FA	ES	ES	(x only)	
Functions of the A-C Department		A-C Mgmt	KPD	AL	Vacant	AC	LH	JH	Vacant2	CL	JW	LD	Vacant3	Vacant4	AD	CH	Vacant5	TH	CK	TB	Vacant6	HK	DB	Total support for each task
a	General Office	AL	x	x				x				x			x	x		x	x		o	x	x	10
b	Fiscal Support	AL	x	x			x					x						x	x	x	o	x	x	9
c	Accounts Receivable	KPD	x		o	x					x	x	o								o			4
d	Accounts Payable	KPD	x	x	o		x	x			x	x	o						x	x	o	x		9
e	Payroll	KPD	x										o	o	x	x	o							3
f	Budget	AL		x	o	x					x													3
g	Fund Accounting	KPD	x	x	o	x	x		o		x	x	o											6
h	Cost Accounting	KPD	x		o			x	o															2
i	Internal Audit	KPD	x		o				o															1
j	External Audit	KPD	x		o	x			o															2
k	Financial Reporting	KPD	x	x	o		x	x		x				o	x	x	o							7
l	Property Tax	AL		x		x				x								x						4
m	Schools (HCOE, CR, Other)	AL		x						x														2
n	Special Districts	AL		x			x			x	x							x		x				6
o	Other Agencies	AL	x	x		x	x	x		x				o	x	x	o							8
p	Financial Software Setup/Maintenance	KPD	x	x									o											2
q	County Finance Administration	KPD	x		o								o										x	2
r	Compliance	KPD	x	x	o	x	x	x	o	x	x	x	o	o	x	x	o	x	x	x	o	x	x	15
s	Capital Assets	KPD			o			x	o															1
t	Leases	KPD			o	x		x	o											x				3
u	Contracts	KPD			o				o										x					1
z	Auditor-Controller Dept Admin	AL	x	x				x														x	x	5
Total tasks per Filled A-C Staff Position:			15	13	0	8	7	9	0	6	6	6	0	0	5	5	0	5	5	5	0	5	5	
Total tasks per Unfilled A-C Staff Position:			0	0	13	0	0	0	8	0	0	0	7	4	0	0	4	0	0	0	5	0	0	

Number for DHHS	77
Number for Probation Dept	12

	DEPT	A-C	COUNTY
Average Days to Process	36	11	49
Minimum Days in Queue:	4	0	9
Maximum Days in Queue:	174	32	185
Mode (Most Common # of Days):	84	11	95
Average Days - DHHS Invoices	38	12	51
Minimum Days - DHHS Invoices	4	0	15
Maximum Days - DHHS Invoices	174	32	185
Mode - DHHS Invoices	84	11	95
Average Days - Probation Dept Invoices	11	-2	18
Minimum Days - Probation Dept Invoices	6	0	9
Maximum Days - Probation Dept Invoices	39	19	52
Mode - Probation Dept Invoices	#N/A	1	25

	A		B		C		D		(B-A)		(C-A)		(D-C)		(D-A) or (A+T)
Invoice Number	Invoice Date	Department (DEPT)	Date Invoice Entered in Finance Enterprise (FE)	Date Final/Complete Invoice Approved by DEPT	Date Final/Complete Invoice Processed by A-C	# of days between invoice date and date DEPT entered invoice in FE	# of days in DEPT Queue	# of days in A-C Queue							Completion Time for County (In Days)
268	1/15/2021	DHHS	07/07/21	07/08/21	07/19/21	173	174	11							185
287	3/15/2021	DHHS	06/24/21	06/24/21	07/01/21	102	101	7							108
061521	6/15/2021	DHHS	09/16/21	09/20/21	10/05/21	93	97	15							112
306-4	4/15/2021	DHHS	07/07/21	07/11/21	07/19/21	84	88	7							95
305-1	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	83	84	11							95
305-2	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	83	84	11							95
305-3	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	83	84	11							95
305-4	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	83	84	11							95
305-5	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
305-6	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
305-7	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
305-8	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
305-9	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
306-6	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
306-7	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
306-8	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
306-9	4/15/2021	DHHS	07/07/21	07/08/21	07/19/21	84	84	11							95
289	4/15/2021	DHHS	06/24/21	06/24/21	07/01/21	71	70	7							77
346	8/15/2021	DHHS	09/07/21	10/21/21	10/21/21	24	67	0							67
308	5/15/2021	DHHS	07/07/21	07/08/21	07/19/21	54	54	11							65
309	5/15/2021	DHHS	07/07/21	07/08/21	07/19/21	54	54	11							65
320	5/15/2021	DHHS	07/07/21	07/08/21	07/19/21	53	54	11							65
285	3/15/2021	DHHS	04/30/21	05/05/21	06/03/21	47	51	29							80
081521	8/15/2021	DHHS	10/01/21	10/01/21	10/07/21	47	47	6							53
2741521	2/15/2021	DHHS	02/23/21	04/05/21	04/04/21	8	46	2							48
031521	3/15/2021	DHHS	04/26/21	04/28/21	05/30/21	43	44	32							76
283	3/15/2021	DHHS	04/26/21	04/28/21	05/30/21	42	44	32							76
338	8/15/2021	DHHS	08/26/21	09/28/21	09/28/21	12	44	0							44
339	8/15/2021	DHHS	08/26/21	09/27/21	09/27/21	12	43	0							43
340	8/15/2021	DHHS	08/26/21	09/27/21	09/27/21	12	43	0							43
356	9/15/2021	DHHS	10/20/21	10/22/21	11/08/21	36	37	17							54
294	11/24/2021	DHHS	12/16/21	12/27/21	12/30/21	23	33	3							36
300	5/15/2021	DHHS	06/15/21	06/15/21	07/01/21	32	32	15							47
051521	5/15/2021	DHHS	06/14/21	06/15/21	07/01/21	30	31	16							47
298	5/15/2021	DHHS	06/14/21	06/15/21	07/01/21	30	31	16							47
301	5/15/2021	DHHS	06/14/21	06/15/21	07/01/21	30	31	16							47
313	6/15/2021	DHHS	07/09/21	07/15/21	07/16/21	25	30	1							31
377	12/1/2021	DHHS	12/22/21	12/27/21	01/19/22	22	26	23							49
317	6/15/2021	DHHS	07/07/21	07/08/21	07/19/21	22	23	11							34
318	6/15/2021	DHHS	07/07/21	07/08/21	07/20/21	22	23	12							35
319	6/15/2021	DHHS	07/07/21	07/08/21	07/19/21	23	23	11							34
321	6/15/2021	DHHS	07/07/21	07/08/21	07/19/21	23	23	11							34
292	4/15/2021	DHHS	05/05/21	05/05/21	06/07/21	20	21	32							53
291	4/15/2021	DHHS	04/30/21	05/05/21	06/03/21	16	20	29							49
334	7/15/2021	DHHS	07/30/21	08/02/21	08/09/21	15	18	7							25
372	11/7/2021	DHHS	11/16/21	11/24/21	12/02/21	9	17	8							25
110721	1/1/2021	DHHS	11/16/21	11/22/21	12/02/21	9	15	10							25
262	1/1/2021	DHHS	01/26/21	01/26/21	01/26/21	15	15	8							15
370	11/7/2021	DHHS	11/15/21	11/22/21	11/30/21	8	14	19							23
011521	1/15/2021	DHHS	01/26/21	01/29/21	02/17/21	12	14	2							33
314	6/15/2021	DHHS	06/25/21	06/29/21	07/01/21	11	14	19							16
041521	4/15/2021	DHHS	04/26/21	04/28/21	05/30/21	12	13	32							45
352	9/15/2021	DHHS	09/23/21	09/28/21	10/11/21	8	13	13							26
353	9/15/2021	DHHS	09/23/21	09/28/21	10/11/21	8	13	13							26
354	9/15/2021	DHHS	09/23/21	09/28/21	10/11/21	8	13	13							26
264	1/15/2021	DHHS	01/26/21	01/27/21	02/17/21	12	12	21							33
361	10/15/2021	DHHS	10/25/21	10/27/21	11/09/21	10	12	22							34
362	10/15/2021	DHHS	10/25/21	10/27/21	11/09/21	10	12	13							25
120921	12/9/2021	DHHS	12/15/21	12/17/21	01/03/22	6	8	17							25
333	7/15/2021	DHHS	07/22/21	07/24/21	08/09/21	8	8	17							25
379	12/9/2021	DHHS	12/15/21	12/17/21	01/03/22	6	8	17							25
381	12/9/2021	DHHS	12/15/21	12/17/21	01/03/22	6	8	17							25
071521	7/15/2021	DHHS	07/20/21	07/22/21	08/09/21	5	7	18							25
091521	9/15/2021	DHHS	09/22/21	09/22/21	10/08/21	7	7	16							23
101521	10/15/2021	DHHS	10/20/21	10/22/21	11/08/21	6	7	17							24
363	10/15/2021	DHHS	10/20/21	10/22/21	11/08/21	5	7	17							24
365	10/15/2021	DHHS	10/20/21	10/22/21	11/08/21	6	7	17							24
329	7/15/2021	DHHS	07/19/21	07/21/21	08/05/21	5	6	15							21
330	7/15/2021	DHHS	07/19/21	07/21/21	08/05/21	5	6	15							21
331	7/15/2021	DHHS	07/19/21	07/21/21	08/05/21	5	6	15							21
021521	2/15/2021	DHHS	02/18/21	02/19/21	03/15/21	4	4	24							28
270	2/15/2021	DHHS	02/19/21	02/19/21	03/19/21	5	4	28							32
274	2/15/2021	DHHS	02/18/21	02/19/21	03/15/21	3	4	24							28
288	4/15/2021	PROB	05/12/21	05/24/21	06/06/21	27	39	13							52
282	3/15/2021	PROB	04/12/21	04/21/21	04/27/21	37	37	6							43
347	8/15/2021	PROB	09/08/21	09/19/21	09/20/21	25	35	1							36
299	5/15/2021	PROB	06/14/21	06/18/21	07/01/21	31	34	13							47
385	12/9/2021	PROB	12/16/21	01/03/22	01/03/22	8	25	0							25
335	7/15/2021	PROB	07/30/21	08/06/21	08/09/21	16	22	3							25
316	6/15/2021	PROB	06/30/21	07/06/21	07/07/21	15	21	1							22
357	9/15/2021	PROB	09/24/21	10/04/21	10/13/21	10	19	9							28
269	2/10/2021	PROB	02/24/21	02/28/21	03/19/21	14	18	19							37
265	1/15/2021	PROB	01/27/21	01/27/21	02/04/21	12	12	8							20
376	11/7/2021	PROB	11/08/21	11/15/21	11/16/21	8	8	1							9
367	10/15/2021	PROB	10/19/21	10/21/21	11/05/21	4	6	15							21

(Less: Number of Holidays in 2021):
(Less: Number of Weekend Days in 2021):
Average Days to Process

-14
-104
36

-14
-104
11

-14
-104
49

# of CalCard Packets Submitted to A-C	102	97%	(102 out of 105 CalCards with Activity)
# of CalCard Packets Submitted Timely	78	74%	(78 out of 105 CalCards with Activity)
# of CalCards Audited As Of 2/1/22	60	59%	(60 out of 102 Packets Submitted to A-C)

Outstanding Invoice Entries in "ININ"

# of Pending Invoices Entered in ININ	2009	100%	
# of Pending Invoices Waiting in Departments' Queues	1211	60%	(1211 out of 2009 Pending Invoices)
# of Pending Invoices in A-C Queue	798	40%	(798 out of 2009 Pending Invoices)
Invoice Date of "Oldest Invoice" in A-C Queue	08/21/21		(164 days ago)
Date "Oldest Invoice" Submitted to A-C for Payment	01/13/22		(19 days ago, no rejections)

	Date Created by Dept	Date Sent to A-C	# of Invoices in Batch	Days in A-C Queue
Outstanding CAMS Batches (Audit)				
CAM011120224	01/12/22	01/13/22	114	19
CAM011120223	01/12/22	N/A	146	N/A
CAM011820223	01/19/22	N/A	6	N/A
CAM011820222	01/19/22	N/A	6	N/A
CAM011820221	01/19/22	N/A	2	N/A
CAM011820225	01/20/22	01/26/22	69	6
CAM011820224	01/20/22	01/27/22	93	5
CAM012520223	01/26/22	01/27/22	50	5
CAM012520224	01/27/22	01/27/22	64	5
Outstanding Revenue Recovery (T-TC) Batches (Audit)				
RR011522FVR	01/10/22	01/19/22	60	13
RR011522MVR	01/10/22	01/19/22	57	13
RR011522OP	01/25/22	N/A	47	N/A
Outstanding DHHS Batches (Proof & Distribute)				
SAWS220131R (Assistance Checks)	01/31/22	01/31/22	211	1
SAWS220131D (Assistance Checks)	01/31/22	01/31/22	25	1
WEL220131 (Welfare Systems)	01/31/22	01/31/22	1	1
LO07222021A (Assistance Checks)	01/31/22	01/31/22	50	1
Outstanding HCOE Batches (Proof & Distribute)				
COS20220131	01/31/22	01/31/22	1	1
Outstanding T-TC Batches (Import, Proof, & Distribute)				
2022-01-04 Tax Refunds	01/26/22	01/26/22	87	6

County of Humboldt: Office of the Auditor-Controller
A-C Operations Progress Tracker
As of 2/1/22

Category	A-C Operational Task	Agency(ies)	Status	Date Received Through	Date Posted Through	
c. Accounts Receivable	Cash Receipts	Treasurer-Tax Collector	In Progress	01/21/22	01/13/22	Cash Receipts for 1/
d. Accounts Payable	Debit Return Items	Treasurer-Tax Collector	Current	12/31/21	12/31/21	
d. Accounts Payable	Wire Transfers	Treasurer-Tax Collector	Current	01/24/22	01/24/22	
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Garberville Lighting District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Hydesville Lighting District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Loleta Lighting District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Myers Flat Maintenance District (Humboldt)	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Rohnerville Lighting District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Redcrest Maintenance District (Humboldt)	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Weott Maintenance District (Humboldt)	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Pacific Manor Maintenance District (Humboldt)	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Humboldt County Flood Control District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Janes Creek Drainage District (Humboldt)	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Fortuna Fire Protection District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Loleta Fire Protection District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	Whitethorn Fire Protection District	Complete	N/A	N/A	Dependent Special I
k. Financial Reporting	File FY 20/21 Financial Transactions Report	County of Humboldt	Not Complete	N/A	N/A	Dependent on SCO
k. Financial Reporting	File TY 2021 1099-G	Grant Recipients (CARES, Trellis)	On Extension	N/A	N/A	Need to install new
k. Financial Reporting	File TY 2021 1099-MISC	Vendors (Rents, Attorneys, Medical, etc)	On Extension	N/A	N/A	Need to remove gra
k. Financial Reporting	File TY 2021 1099-NEC	Vendors (Independent Contractors)	Complete	N/A	N/A	
k. Financial Reporting	File TY 2021 Q4 Form 941 (IRS)	County of Humboldt	Complete	N/A	N/A	Need to reconcile to
k. Financial Reporting	File TY 2021 Q4 Form DE9 (EDD)	County of Humboldt	Complete	N/A	N/A	Need to reconcile to
k. Financial Reporting	File TY 2021 W-2	County of Humboldt	Complete	N/A	N/A	Will likely need cor