

CHAMISE CUBBISON  
AUDITOR-CONTROLLER/  
TREASURER-TAX COLLECTOR



501 LOW GAP ROAD, RM. 1080  
UKIAH, CALIFORNIA 95482  
PHONE (707) 234-6860 FAX (707) 467-2503  
www.mendocinocounty.gov

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MEMORANDUM

Date: March 10, 2026

To: Honorable Mendocino County Board of Supervisors

From: Chamise Cubbison, Auditor-Controller/Treasurer-Tax Collector

Re: Request to fill Account Specialist Supervisor position in Auditor's Office

The Account Specialist Supervisor in the Auditor's Office has been promoted to another department. This position is a key position in the Auditor's Office as it supervises three positions that review and process payments for all county departments as well as all deposits in the finance system for all incoming electronically received funds for the County, Special Districts and County Schools. This position and the positions that it supervises perform other critical tasks for the entire County.

If this position remains vacant, the department will incur additional overtime, payments to vendors and employees will be delayed, and other fiscal processes will be delayed, impacting timely financial reporting.

This recruitment is to replace an employee who just vacated the position, and the position is currently budgeted.

<b>Classification</b>	<b>Annual Cost FY26.27</b>	<b>Remaining FY25.26 (6pps)</b>
Account Specialist Supervisor	\$125k	\$35k

Thank you for your consideration of this request.