

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

- Resolution No.:)
)
 Adopts a Resolution to:)
 a. Amend the Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit)
 HEA007 to reallocate and approve the reclassification of one (1) Clinic Office)
 Supervisor to one (1) Supervising Patient Services Representative as indicated in)
 Attachment A;)
 b. Amend the Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit)
 HEA007 to reallocate and approve the reclassification of one (1) Clinic Office)
 Supervisor to one (1) Supervising Patient Services Representative as indicated in)
 Attachment A;)
 c. Direct the County Administrative Office and the Auditor-Controller to incorporate the)
 approved position changes in the FY 2021-22 Adopted Budget.)

WHEREAS, the Human Resources Department conducted a classification study of the two (2) Clinic Office Supervisor positions in the Health Department; and

WHEREAS, the study found that the incumbents' current duties being performed no longer align with the duties of the Clinic Office Supervisor classification and the most appropriate classification within the County classification system is Supervising Patient Services Representative; and

WHEREAS, it is recommended that the two (2) Clinic Office Supervisor positions be reallocated and the incumbents be reclassified to the Supervising Patient Services Representative classification; NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

1. The Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007 is amended to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated below:

**Reallocate Position and Reclassify Incumbent to Supervising Patient Services Representative
Health Department
Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007**

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80K20	Clinic Office Supervisor	0001	(1.0)	0.0
To	80L04	Supervising Patient Services Representative	0001	1.0	1.0

2. The Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007 is amended to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated below:

**Reallocate Position and Reclassify Incumbent to Supervising Patient Services Representative
Health Department
Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007**

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80K20	Clinic Office Supervisor	0001	(1.0)	0.0
To	80L04	Supervising Patient Services Representative	0001	1.0	1.0

3. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

PASSED AND ADOPTED on this ____ day of _____, 2022, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on

_____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
, Deputy