



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: BC 23-035, **Version:** 1

- a. Support amending the Fiscal Year (“FY”) 2022-23 County Counsel Adopted Budget (Fund 001-Dept. 1210-Unit 8057-Appropriation Unit COU001) to reallocate one (1) 1.0 FTE Deputy County Counsel IV to one (1) 1.0 FTE Administrative Operations Manager as indicated in Attachment A;
- b. Support authorizing and directing the County Administrative Office and Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

RECOMMENDATION:

It is recommended that the Budget Committee:

- a. Support amending the Fiscal Year (“FY”) 2022-23 County Counsel Adopted Budget (Fund 001-Dept. 1210-Unit 8057-Appropriation Unit COU001) to reallocate one (1) 1.0 FTE Deputy County Counsel IV to one (1) 1.0 FTE Administrative Operations Manager as indicated in Attachment A;
- b. Support authorizing and directing the County Administrative Office and Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

SUMMARY/DISCUSSION:

The Office of the County Counsel serves as the in-house legal counsel for the County of Monterey, the Board of Supervisors (BOS), and all County officers, departments, agencies, boards, and commissions, as well as liaison and support to the Civil Grand Jury. In addition to providing legal advice, the Office also represents the County in civil and special litigation in State and federal courts, various administrative proceedings, and coordinates the services of outside legal counsel. The County Counsel’s Office consists of the following five divisions General Government, Litigation, Land Use, Legal Support and Risk Management and with 44 full time employees.

In recent years, Departmental requirements have evolved with many changes in personnel, necessitating changes in the organization to provide the required services of the department. Previously, several employees were tasked with different aspects of the job duties listed below, but our current organization requires them to be performed by a single employee for efficiency and effectiveness. This position will report to the County Counsel and will serve as part of the executive management team. The duties of this position include the following:

- Plans, manages and directs the administrative functions for all divisions in the Office of the County Counsel (General Government, Litigation, Land Use, Risk Management, Finance Services, and Legal Support) to assure the effective delivery of services
- Serves as the Office of the County Counsel’s liaison to the Civil Grand Jury and the assigned Judge of the Superior Court; oversees, monitors and manages expenditures of the Civil Grand Jury in accordance with laws and regulations; assists the Grand Jury in the preparation of reports, arranges necessary training, and coordinates interviews and meetings
- Serves as the Principal Assistant to the County Counsel and executive management team; attends executive management meetings and provides information on the day-to-day administrative operations for all divisions in the Office of the County Counsel (see above)
- Establishes goals and objectives, and prepares program plans and reports; evaluates program

components and develop strategies for improvement; researches and provides information on continuous improvement efforts; plans and implements service and process quality improvement initiatives

- Oversees the development and implementation of policies, procedures, and/or directives relevant to establish and maintain operating policies and procedures for the Office of the County Counsel
- Evaluates and recommends to the executive management team changes to office and cubicle spaces to include reconfiguration of cubicle space, furniture and computer needs; works closely with facilities and I.T. to make appropriate changes and purchasing of equipment
- Works closely with the department's Finance Manager and the executive management to provide recommendations for budget augmentations on new allocations, reallocations, services, equipment, furniture and supplies; negotiates contracts with outside vendors for services and supplies for the office; works closely with the executive management team and the Risk Manager on actuarial studies

The duties described above, and the scope of authority and responsibility exceed those of the Management Analyst classification series, and should not be performed by an attorney classification. The Office of the County Counsel needs a classification to serve as the department's operations manager and position that is compensated appropriate for the level work and responsibility.

Therefore, it is recommended to reallocate a vacant Deputy County Counsel IV position to Administrative Operations Manager.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and concurs with the recommendation.

FINANCING:

The position of Administrative Operations Manager will replace the Deputy County Counsel IV position that is currently vacant. The Deputy County Counsel IV position is a full-time position with an annual salary range of approximately \$148,329 - \$202,588. The Administrative Operations Manager position would be a full-time position with an annual salary range of approximately \$94,130 - \$128,488, resulting in an estimated annualized decrease of \$74,100. This will result in an estimated 36.58% decrease in salary cost.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

☐ Economic Development
☒ Administration
☐ Health & Human Services
☐ Infrastructure
☐ Public Safety

Prepared and Approved by:

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Attachments:
Attachment A
Attachment B