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

| Resoluti | No.: PPPR Control No. <u>22-032</u> |
|-------------|--|
| | HRM Control No. <u>22-027</u> |
| Adopts a | Resolution to: |
| a. <i>A</i> | nend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A |
| 8 | B to create the classification of Director of Emergency Management and Section |
| A | 10.1 Department Heads Designated to add the newly created Director of |
| E | nergency Management as indicated in Attachment A; |
| b. <i>A</i> | nend the County Administrative Office-Office of Emergency Services Budget |
| J | it 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of |
| E | nergency Management position; reallocate one (1) Management Analyst II to one |
| (| Finance Manager I and one (1) Senior Secretary to one (1) Administrative |
| S | cretary as indicated in Attachment A; |
| c. I | rect the Auditor-Controller's Office and the County Administrative Office to |
| r | lect the approved position changes in the Fiscal Year 2022-23 Adopted Budget |
| a | the Human Resources Department to create the Director of Emergency |
| N | nagement classification in the Advantage HRM system; |
| d. D | ect the County Administrative Office and the Auditor-Controller to take such |
| a | ions as may be necessary to fund the activities of the new department within the |
| a | opted budget of the County Administrative Office without changes in |
| a | propriations for the balance of Fiscal Year 2022-23; |
| e. D | ect the County Administrative Office and the Budget Director to prepare the |
| b | dget for Fiscal Year 2023-24 reflecting the new department on a separate basis. |

WHEREAS, pursuant to Monterey County Code Section 2.12.040, the County Administrative Officer is authorized to recommend desirable rearrangement of departments and functions to the Board of Supervisors; and

WHEREAS, the County Administrative Officer is recommending the creation of a Department of Emergency Management (DEM) and to create the classification of Director of Emergency Management; and

WHEREAS, the Human Resources Department conducted a classification and labor market study with the County's comparable agencies and found there were three matches within the comparable agencies to recommend a classification and salary range for the Director of Emergency Management; and

WHEREAS, the Human Resources Department conducted a review of the Management II position allocated to perform the financial activities of the Office of Emergency Services and determined the Management Analyst II classification does not adequately address the financial duties, scope and complexity of the position and recommends reallocating a Management Analyst II to a Finance Manager I; and

WHEREAS, the Human Resources Department conducted a review of the Senior Secretary position and determined that the level of work required to perform administrative/secretarial work for a Department Head is most appropriately classified as an Administrative Secretary and recommends reallocating the Senior Secretary to an Administrative Secretary; and

WHEREAS, to implement the recommendations amendments to the Personnel Policies and Practices Resolution No. 98-394 and the Fiscal Year 2022-23 Adopted Budget are necessary and appropriate; NOW, THEREFORE,

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

1. The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B is amended to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated is amended to add the newly created Director of Emergency Management as indicated below:

| Classification Title: Director of Emergency Management | | | | | | | | | | | | |
|--|---|------------|------------|------------|------------|------------|-------|----|------|------|----|-------|
| | Hourly, Bi-Weekly and Monthly Pay Rates | | | | | | | | | | | |
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Class | WG | EEO | W/C* | BU | FLSA |
| | | | | | | | Code | * | Cat* | | | Code* |
| \$67.713 | \$71.437 | \$75.365 | \$79.510 | \$83.883 | \$88.077 | \$92.481 | | | | | | |
| \$5,417.00 | \$5,714.92 | \$6,029.23 | \$6,360.81 | \$6,710.64 | \$7,046.17 | \$7,398.48 | 11A13 | 00 | Е | 8810 | Y | E |
| \$11,737 | \$12,382 | \$13,063 | \$13,782 | \$14,540 | \$15,267 | \$16,030 | | | | | | |

| 1,737 | \$12,382 | \$13,063 | \$13,782 | \$14,540 | \$15,267 | \$16,030 | | | | | |
|--------|----------------|--------------|-------------|----------------|-------------|------------|---------|-------|--------|---------|-------|
| *provi | ded for inform | nation purpo | ses only | | | | | | | | |
| A.10 | | | Heads Des | - | 1 | 1 1 . | , 1 | 1 | | . 1 | 1 |
| | | | | | ses are he | reby desig | gnated | as de | epartn | nent he | eads: |
| 11A0 | | | ve Officer | | | | | | | | |
| 11A0 | 02 Agı | ricultural (| Commissi | oner | | | | | | | |
| 11B0 | 1 Ass | essor-Cou | unty Clerk | -Recorde | r | | | | | | |
| 10B0 | 2 Au | ditor-Cont | troller | | | | | | | | |
| 10A0 | ol Boa | ard of Sup | ervisors C | Chairman | | | | | | | |
| 10A0 | Da Boa | ard of Sup | ervisors N | M ember | | | | | | | |
| 11A0 | 6 Chi | ef Probati | on Office | r | | | | | | | |
| 11A3 | 80 Cle | rk of the I | Board of S | Supervisor | rs | | | | | | |
| 11A0 |)4 Cou | ınty Coun | isel | | | | | | | | |
| 11A2 | 26 Dir | ector of C | hild Supp | ort Servic | ees | | | | | | |
| 14A2 | 26 Dire | ector of E | mergency | Commu | nications | | | | | | |
| 11A1 | 3 Dire | ector of E | mergency | Manager | nent | | | | | | |
| 11A0 | 9 Dir | ector of H | lealth Serv | vices | | | | | | | |
| 11A3 | 34 Dir | ector of H | lousing an | d Commi | unity Deve | elopment | | | | | |
| 11A0 | 7 Dir | ector of H | luman Res | sources | | | | | | | |
| 12E1 | 8 Dire | ector of Ir | nformation | n Technol | ogy | | | | | | |
| 11A3 | 3 Dir | ector of P | ublic Wor | ks, Facili | ties and Pa | arks | | | | | |
| 11A1 | 2 Dire | ector of S | ocial Serv | ices | | | | | | | |
| 10B0 | 4 Dis | trict Attor | ney | | | | | | | | |
| 11A3 | B1 Ecc | nomic De | evelopmer | nt/Workfo | rce Invest | ment Bo | ard Dir | ector | • | | |

11A15 General Manager - Water Resources Agency
11A25 Hospital Chief Executive Officer
11A05 Library Director
11A18 Public Defender
11A20 Registrar of Voters
10B05 Sheriff-Coroner

14B25

Equal Opportunity Officer

10B06 Treasurer-Tax Collector

60U20 Military & Veteran's Affairs Officer

2. The County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 is amended to allocate one (1) Director of Emergency Management; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated below:

Allocate Position

| | | | | |
|-------|----------------------------------|----------|-------------------|-----------|
| Class | | Position | Position | Revised |
| Code | Position Title | Number | Increase/Decrease | Total FTE |
| 11A13 | Director of Emergency Management | 0001 | 1.0 | 1.0 |

Reallocate Positions

| | | | | Position | Revised |
|------|-------|--------------------------|----------|-----------|---------|
| | Class | | Position | Increase/ | Total |
| | Code | Position Title | Number | Decrease | FTE |
| From | 14C30 | Management Analyst II | 0002 | (1.0) | 1.0 |
| То | 20B95 | Finance Manager I | 0001 | 1.0 | 1.0 |
| From | 80A32 | Senior Secretary | 0001 | (1.0) | 0.0 |
| То | 80A33 | Administrative Secretary | 0001 | 1.0 | 1.0 |

- 3. The Auditor-Controller's Office and the County Administrative Office are directed to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget, and the Human Resources Department is directed to create the Director of Emergency Management classification in the Advantage HRM system.
- 4. The County Administrative Office and the Auditor-Controller are directed to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23.
- 5. The County Administrative Office and the Budget Director are directed to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

| PASSED AND ADOI to-wit: | PTED on thisday of | , 2022, by the following vote, | |
|-------------------------|------------------------------------|--|----|
| AYES: | | | |
| NOES: ABSENT: | | | |
| hereby certify that the | e foregoing is a true copy of an o | f the County of Monterey, State of Californi original order of said Board of Supervisors ute Book for the meeting on | a, |
| Dated: | ± ′ | Clerk of the Board of Supervisors terey, State of California | |
| | Ву | , Deputy | |