



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: 24-355**

**May 14, 2024**

**Introduced:** 5/9/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

Authorize the advancement of Gina Martinez to Step 5 of the Registrar of Voters salary range, in accordance with Personnel Policies and Practices Resolution No. 98-394 Section A.1.11.5., effective May 18, 2024.

RECOMMENDATION:

It is recommended that the Board of Supervisors authorize the advancement of Gina Martinez to Step 5 of the Registrar of Voters salary range, in accordance with Personnel Policies and Practices Resolution No. 98-394 Section A.1.11.5., effective May 18, 2024.

SUMMARY/DISCUSSION:

Gina Martinez was promoted to the position of Registrar of Voters in July 2021 at Step 2 of the salary range. Since assuming the position, she has implemented a variety of operational and voter service enhancements all while continuing to manage and maintain -department head responsibilities for the Elections Office. Ms. Martinez' demonstrated skills and expertise and well-established role as a leader will continue providing significant contributions to the Elections Office, County of Monterey departments, and the -voters we serve.

The advancement of Ms. Martinez to Step 5 would offer an appropriate increase in salary commensurate with the responsibilities of the position and recognizes her ongoing contributions. The County Administrative Officer requests approval of the recommended action in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Section A.1.11.5, which states:

*“In any case where, by reason of unusual circumstances, rigid adherence to the principles related to salary adjustment set forth above would otherwise cause a manifest injustice, the Board of Supervisors may, upon written request of the County Administrative Officer, authorize the advancement of an employee to such step in the employee's salary range as the Board of Supervisors determines to be just and proper.”*

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and Office of the County Counsel have reviewed and concur with recommended actions.

FINANCING:

The FY 2024-25 Recommended Budget includes funding for the Registrar of Voters position at a Step 5. Additional step increases during the fiscal year, can potentially impact the Elections budget by an estimated \$11,000. The department expects to manage any impacts within their operational budget.

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BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action further advances the Board of Supervisors Administrative Strategic Initiative.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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