

Summary Request #197

Request Type(s) RTC Review
Status CC Team Approved

[Additional Info](#) [Work Flow](#)

Additional Info



RTC Review [Print](#)

Department Info

Department/Division

5010 – Social Svcs

Budget Unit Number

8262 – Social Services

Department Contact Name

Ken Keir

Department Contact Phone

837-796-1596

Budget Cycle Info

Outside Budget Cycle FY 2023-24

Reallocation, Vacant Position

Current Classification Title

OFFICE MAINTENANCE WORKER-70N01

Position Number


0002

FTE

1.0

Tasks/Duties to be Performed

	Estimated % of total time spent on task/duty (MUST EQUAL 100% to be able to submit)	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty and attach additional p Do not copy from the classification specification.
1.	10	Perform minor repairs and maintenance of refrigeration equipment.
2.	5	Perform daily duties to include installation and moving of furniture and furniture.
3.	5	Perform minor painting of walls and building interiors as needed
4.	5	Perform minor carpentry work as needed to repair door frames, door h etc.
5.	15	Perform routine maintenance repairs as needed on building can inclu drywall, hardware, replace missing or damaged floor tiles.
6.	10	Perform minor repairs and maintenance on air conditioning, heating a building mechanical equipment.
7.	25	Complete routine maintenance checks on buildings and equipment to repairs, work with outside vendors on repairs and keep track and recor
8.	10	Perform minor electrical repairs such as changing a light switch, repla replacing an outlet, connect an electrical whip on a cubicle partition.
9.	5	Perform minor repairs and cleaning of heating and cooling ventilatio

		Perform minor repairs and cleaning of heating and cooling ventilation
10.	10	Perform minor plumbing repairs such as replacing p-trap, replacing floor drain fixtures, etc.
Total Percentage: 100/100		

Reasons for Request

1. Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment)

The department has taken full responsibility for the County Homeless Center which requires a different skill level of staffing to complete work tasks. Department staff will need to provide maintenance and repairs to the interior as well as exterior of the building. Some of the duties to be performed are fixing electrical components, changing light ballasts, repairing and correcting plumbing issues, painting, sheetrock repairs, carpentry work, perform refrigeration and air conditioning equipment.

2. Describe consequences or ramifications if the position is not approved

The department must create and maintain contracts with other vendors to make minor repairs since we do not have the staff available to perform these duties.

3. Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position? If yes, what is/are the job title(s) of the other position(s)?

No the department does not have any other position performing these duties. These are new tasks and currently we use outside contractors/vendors to provide these services.

4. Explain why duties cannot be absorbed by another existing position and or reapportion to existing positions/staff

The department does not have staff who can perform these skills nor have the expertise to perform these duties. We currently hire and contract outside contractors/vendors to provide these services.

Please indicate funding sources (check all that apply)

- General
- Matching
- Revenue

- Grant
 - Federal
 - State
 - Other
- Comments

Required Attachments

Both organizational charts must reflect current FTE's (filled and vacant)

- 1 Copy of the department's current organizational chart [AS](#)
- 2 Copy of the department's proposed organizational chart depicting the proposed position(s) [AS](#)
- 3 Copy of the fully executed Budget Change Proposal (BCP) form (for Health and Social Services Departments only)

Workflow

Submitter *

KENNETH KEIR

Submitter Email

KeirK@co.monterey.ca.us

Submitted on



12/15/2023 8:33:50 PM

Preparer *

SYLVIA SOLIS

Preparer Email

soliss@co.monterey.ca.us

Approved by Preparer



12/18/2023 9:06:57 AM

Comments

12/18/2023 9:06:57 AM - (Approved)

Assigned Departmental HR Analyst *

KENNETH KEIR

Assigned Departmental HR Analyst Email

keirk@co.monterey.ca.us

Approved By Assigned Departmental HR Analyst



12/18/2023 9:10:15 AM

Class Recommendation

BUILDING MAINTENANCE WORKER

Class Code

72A23

Comments

12/18/2023 9:10:15 AM - (Approved)

Finance Name *

BECKY CROMER

Finance Email

cromerbl@co.monterey.ca.us

Approved By Finance



12/18/2023 11:36:49 AM

Appropriation Unit

SOC005

Comments

12/18/2023 11:36:49 AM - The slight increased cost will be covered by Fed, State, and local realignment revenues. (Approved)

Department Head *

RODERICK FRANKS

Department Head Email

franksrw@co.monterey.ca.us

Approved By Department Head



Comments

12/18/2023 1:33:10 PM - (Approved)

CC Team Approver Name

LAURA CARUCCI

CC Team Approver Email

caruccilr@co.monterey.ca.us

Approved By CC Team



12/21/2023 10:52:52 AM

Approved Class Title

BUILDING MAINTENANCE SUPERVISOR

Class Code

72A81

CC Team Comments

12/21/2023 10:52:47 AM - (Approved) - LAURA CARUCCI

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CC Team already Approved

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