

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

Resolution No.:)
Adopts a Resolution to:)
a. Amend the Human Resources Department Budget Unit 1060-8402 - Fund 001 -)
Appropriation Unit HRD001 to reallocate one (1) Associate Personnel Analyst to one (1))
Supervising Personnel Analyst as indicated below effective February 24, 2024;)
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the)
approved position changes in the FY 2023-24 Adopted Budget and the Human Resources)
Department to implement the changes in the Advantage Human Resources Management)
(HRM) System.)

WHEREAS, the Human resources Department (HRD) is responsible for managing the Countywide classification and compensation systems; and

WHEREAS, the County Compensation Philosophy was revised in 2021 and since the revision requests for classification and compensation studies have increased exponentially and are at a record historical high; and

WHEREAS, it is critical these studies be conducted to ensure the County workforce is compensated appropriately within the labor market which in turn will position the County to recruit and retain qualified employees; and

WHEREAS, the Classification and Compensation Unit consists of three (3) Full Time Equivalent (FTE) employees which is inadequate for the vast number of work/requests received, as the amount of work exceeds their capacity to perform it in timely manner; and

WHEREAS, a review and analysis of the unit identified the need for a dedicated FTE position to provide day-to-day supervision of the team, perform the most complex work of the unit and to work with the Human Resources (HR) Services Program Manager to identify, develop, and implement methods and techniques for improving processes to optimize efficiency; and

WHEREAS, the review of the identified essential duties, scope of work, complexity, and consequence of error were found to most closely align with the Supervising Personnel Analyst classification; and

WHEREAS, HRD recommends the reallocation of a vacant Associate Personnel Analyst to Supervising Personnel Analyst; and

WHEREAS, to implement the recommendations, the action requires the County of Monterey Fiscal Year (FY) 2023-24 Adopted Budget to be amended;

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

1. The Human Resources Department Budget Unit 1060-8402 - Fund 001 - Appropriation Unit HRD001 is amended to reallocate one (1) Associate Personnel Analyst to one (1) Supervising Personnel Analyst as indicated below effective February 24, 2024:

**Reallocate Position
1060-8402-Fund 001-Appropriation Unit HRD001**

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14B21	Associate Personnel Analyst	0011	(1.0)	8.0
To	14B28	Supervising Personnel Analyst	0002	1.0	2.0

2. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this ____ day of _____, 2024, 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