



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 15-0246

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Matter Type: General Agenda Item

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Secretary-Confidential (80A96) to one (1) Administrative Secretary (80A33); and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Secretary-Confidential (80A96) to one (1) Administrative Secretary (80A33); and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget.

SUMMARY/DISCUSSION:

Currently, there is a vacant Secretary-Confidential position budgeted in the Assessor's Department. To more appropriately address the current operating needs within the Department, the Assessor is requesting the reclassification of the Secretary-Confidential to an Administrative Secretary. The Administrative Secretary will perform a variety of complex functions including monitoring the Department Head's daily activities and schedule, exercising judgment in committing the Department Head's time, and acting as a liaison in situations often involving problem solving and persuasion to gain concurrence and cooperation. They will also provide time-keeping services for the department, accounts payable/receivable services, and assist in the department's work as needed, such as reviewing Supplemental notices, assisting with mail-outs, and system updates.

The duties of the position have changed as the Department Head no longer utilizes traditional secretarial services. The positional now calls for a wide variety of administrative and secretarial duties that require a substantial degree of autonomy. Therefore, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department, County Counsel Office, and County Administrative Office have reviewed and approved the recommended actions.

FINANCING:

There is no negative impact to the general fund as a result of this reclassification. There is no anticipated increase in costs from this action as the current position is budgeted at the highest step level and we expect to hire an Administrative Secretary at a lower step, resulting in Salary and Benefit savings of approximately \$4,190 for the FY 2014-15 Adopted Budget (1180-ACR001-8003). Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Corina M. Morgan, Finance Manager, x5821

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments: Exhibit A (Position Reallocation)