



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 23-017

February 07, 2023

Introduced: 1/26/2023

Current Status: ATS Review

Version: 1

Matter Type: BoS Resolution

- a. Amend the Auditor-Controller Adopted Budget (001-1110-8011-AUD001) to allocate one (1) 0.5 FTE Senior Personnel Analyst as indicated in Attachment A; and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a Resolution to:

- a. Amend the Auditor-Controller Adopted Budget (001-1110-8011-AUD001) to allocate one (1) 0.5 FTE Senior Personnel Analyst (14B32) as indicated in Attachment A;
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

SUMMARY/DISCUSSION:

The Auditor-Controller's Office (ACO) is requesting the allocation of a 0.5 FTE Senior Personnel Analyst to address the increasing workload and complexity of operations in the Auditor-Controller's Office.

Beginning in 1998, one full-time Associate Personnel Analyst provided decentralized human resource services and support to four departments, one of which was the Auditor-Controller's Office (ACO). As the assignment grew in size and complexity, additional human resources assistance was needed to support the department and complete assignments in a timely and efficient manner. In October 2004, the Auditor-Controller hired a temporary Associate Personnel Analyst to assist the permanent full-time analyst with the growing workload and to ensure that the human resources needs of the ACO were met. Over the years, the temporary Associate Personnel Analyst became the sole Analyst for the ACO. In June 2014, it was determined that the duties performed by the ACO temporary Associate Personnel Analyst had increased in scope and complexity and are more appropriately aligned with the classification of Senior Personnel Analyst. The Auditor-Controller then filled the position with a temporary Senior Personnel Analyst.

During the COVID pandemic, the temporary Senior Personnel Analyst has been tasked with the responsibility of the intake of COVID cases, staying current on updates to the Emergency Response Manual, COVID policies, telework policies and related forms, and tracking vaccine status. The Auditor-Controller's Office (ACO) has also experienced higher than normal turnover during the last two years due to retirements and resignations (great resignation) and difficulty in recruiting/filling these vacancies. Since the onset of the COVID Pandemic, the ACO has required 20 to 30 hrs. per week of

human resources support.

In addition, the County is in the process of selecting a vendor for the anticipated new ERP System. New allocations/resources will be required for this critical County-wide project that will further impact the necessity of experienced and consistent HR support.

Therefore, the allocation of a regular/permanent .50 FTE Senior Personnel Analyst is requested in order to maintain continuity of service, fill vacant positions, and support the HR needs of the ACO effectively,.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify (RTC). The Budget Committee has reviewed the request and supports the allocation.

FINANCING:

The estimated annualized salary and benefit increase for reallocation of the temporary Senior Personnel Analyst to a permanent/regular Senior Personnel Analyst is \$29,627. The anticipated difference of \$7,438 for the remainder of FY 2022-23 will be absorbed by the Auditor-Controller’s FY2022-23 Adopted Budget. Future years financing will be incorporated into the baseline budget development process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:


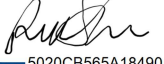
This proposed action will allow the Auditor-Controller’s Office to promote an organization that practices efficient and effective resource management, and create an opportunity to attract, recruit, or retain a diverse, talented workforce that supports the mission of the County of Monterey.

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by: Monica Arroyo, Administrative Services Assistant, 755-5084
 Reviewed by: Burcu Mousa, Assistant Auditor-Controller, 755-5088
 Approved by: Rupa Shah, CPA, Auditor-Controller, 755-5084

Attachments:
 Attachment A
 Resolution

DocuSigned by:

 1382B279A44E412...
 DocuSigned by:
Burcu Mousa
 811C333563B9474...
 DocuSigned by:

 5020CB565A18490...

Legistar File Number: RES 23-017
