

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

- Resolution No.: PPPR Control No. 26-008)
 HRM Control No. 26-010)
- Adopt a Resolution to:)
- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create a classification of Executive Analyst to Administrative Officer and salary range as indicated in Attachment A;)
 - b. Amend the FY 2026-27 County Administrative Office Adopted Budget (Fund 1001, Department 1050, Unit 105001) to reallocate one (1) Executive Assistant to Administrative Officer to one (1) Executive Analyst to Administrative Officer as indicated in Attachment A, effective in the current pay period beginning July 11, 2026; and)
 - c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2026-27 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.)

WHEREAS, the Human Resources Department conducted a classification study of an incumbent in the Executive Assistant to Administrative Officer classification in the County Administrative Office; and

WHEREAS, the study found that the Executive Assistant to Administrative Officer classification does not accurately reflect the duties and responsibilities that the incumbent is performing and that the appropriate classification is the Executive Analyst to Administrative Officer classification; and

WHEREAS, it is recommended that one (1) Executive Assistant to Administrative Officer position be reallocated to an Executive Analyst to Administrative Officer and the incumbent be reclassified from an Executive Assistant to Administrative Officer to an Executive Analyst to Administrative Officer;

WHEREAS, to implement the recommendation, the action requires the FY 2026-27 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 Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B are amended to create the classification of Executive Analyst to Administrative Officer with the salary range as indicated below:

Classification Title: Executive Analyst to County Administrative Officer							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$46.77	\$49.35	\$52.06	\$54.92	\$57.94	\$60.84	\$63.882	80A98	03	P	8810	ZX	E
\$3,741.88	\$3,947.67	\$4,164.78	\$4,393.83	\$4,635.48	\$4,867.25	\$5,110.56						
\$8,107	\$8,553	\$9,024	\$9,520	\$10,044	\$10,546	\$11,073						

2. The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B are amended to reallocate one (1) Executive Assistant to Administrative Office to one (1) Executive Analyst to Administrative Officer as indicated below:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80A97	Executive Assistant to Administrative Officer	0001	(1.0)	0.0
To	80A98	Executive Analyst to Administrative Officer	0001	1.0	1.0

2. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2026-27 Adopted Budget and the Human Resources Department is directed to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this ____ day of _____, 2026, 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