

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

- Resolution No.: PPPR Control No. 21-011 )  
HRM Control No. 21-010 )
- Adopts a Resolution to: )
- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the RMA Services Manager to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary range as indicated in Attachment A; )
  - b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Capital Improvement Manager with the salary range as indicated in Attachment A; )
  - c. Amend the Housing and Community Development – Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 to reallocate and to approve the reclassification of one (1) RMA Services Manager to one (1) Project Manager III as indicated in Attachment A; )
  - d. Amend the Housing and Community Development – Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002 to reallocate four (4) RMA Services Manager positions to two (2) Principal Planner, one (1) Permit Center Manager and one (1) Building Services Manager as indicated in Attachment A; )
  - e. Amend the Public Works, Facilities and Parks – Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 to reallocate one (1) RMA Services Manager to one (1) Capital Improvement Manager as indicated in Attachment A; )
  - f. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system. )

WHEREAS, The Human Resources Department conducted a classification and compensation study of the RMA Services Manager classification; and

WHEREAS, the classification analysis found that the RMA Services Manager title for the classifications assigned to the functional areas of Permit Services, Planning Services, and Building Services in the Housing and Community Development Department is no longer accurate with the dissolution of the Resource Management Agency and it is recommended that the RMA Services Manager classification be retitled and create the new classifications of 1) Permit Services Manager; 2) Planning Services Manager; and 3) Building Services Manager for these functional areas; and

WHEREAS, the RMA Services Manager classification allocated to Administrative Services is more appropriately defined by the Project Manager III classification and it is recommended that the RMA Services Manager to be reclassified to the Project Manager III; and

WHEREAS, the RMA Services Manager classification allocated to Architectural Services in the Public Works, Facilities, and Parks Department to be reallocated to a new classification titled Capital Improvement Manager; and

WHEREAS, the base wage compensation salary survey of the County’s comparable agencies determined that a new classification of Capital Improvement Manager should be created to more accurately reflect the duties being performed with associated salary range established based on the salary mean of the comparable agencies’ classification; and

WHEREAS, to implement the recommendations, the actions require the Personnel Policies and Practices Resolution No. 98-394 Appendix A and B 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 Appendix A and B are amended to retitle the RMA Services Manager to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary ranges as indicated below:

**Retitle the RMA Services Manager classification to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary range listed below:**

Classification Title: <b>Principal Planner</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$47.692	\$50.308	\$53.070	\$55.979	\$59.047	\$62.002	\$65.102	14K51	6	P	9410	X	E
\$3,815.36	\$4,024.64	\$4,245.60	\$4,478.32	\$4,723.76	\$4,960.16	\$5,208.16						
\$8,267	\$8,720	\$9,199	\$9,703	\$10,235	\$10,747	\$11,284						

\*provided for information purposes only

Classification Title: <b>Permit Center Manager</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$47.692	\$50.308	\$53.070	\$55.979	\$59.047	\$62.002	\$65.102	14K46	6	P	9410	X	E
\$3,815.36	\$4,024.64	\$4,245.60	\$4,478.32	\$4,723.76	\$4,960.16	\$5,208.16						
\$8,267	\$8,720	\$9,199	\$9,703	\$10,235	\$10,747	\$11,284						

\*provided for information purposes only

Classification Title: <b>Building Services Manager</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$47.692	\$50.308	\$53.070	\$55.979	\$59.047	\$62.002	\$65.102	14K47	6	P	9410	X	E
\$3,815.36	\$4,024.64	\$4,245.60	\$4,478.32	\$4,723.76	\$4,960.16	\$5,208.16						
\$8,267	\$8,720	\$9,199	\$9,703	\$10,235	\$10,747	\$11,284						

\*provided for information purposes only

2. The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B are amended to create the classification of Capital Improvement Manager with the salary range listed below:

**Create the classification of Capital Improvement Manager with the salary range listed below:**

Classification Title: <b>Capital Improvement Manager</b>							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$50.503	\$53.281	\$56.211	\$59.303	\$62.564	\$65.692	\$68.977	14K48	6	P	9410	X	E
\$4,040.27	\$4,262.48	\$4,496.90	\$4,744.22	\$5,005.13	\$5,255.39	\$5,518.16						
\$8,754	\$9,235	\$9,743	\$10,279	\$10,844	\$11,387	\$11,956						

\*provided for information purposes only

- The Housing and Community Development – Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 is amended to reallocate and to approve the reclassification of one (1) RMA Services Manager to one (1) Project Manager III as indicated below:

**Reallocate Position and Reclassify Incumbent to Project Manager III**

	Class Code	Position Title	Position Number	Position Increase/ Decrease	Revised Total FTE
From	14K51	RMA Services Manager	0001	(1.0)	0.0
To	14A12	Project Manager III	0001	1.0	1.0

- The Housing and Community Development – Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002 is amended to retitle and reallocate four (4) RMA Services Manager positions to two (2) Principal Planner, one (1) Permit Center Manager and one (1) Building Services Manager as indicated below:

**Retitle and reallocate positions to Principal Planner**

	Class Code	Position Title	Position Number	Position Increase/ Decrease	Revised Total FTE
From	14K51	RMA Services Manager	0002 0003	(2.0)	2.0
To	14K51	Principal Planner	0001 0002	1.0	2.0

**Retitle and reallocate position to Permit Center Manager**

	Class Code	Position Title	Position Number	Position Increase/ Decrease	Revised Total FTE
From	14K51	RMA Services Manager	0001	(1.0)	1.0
To	14K46	Permit Center Manager	0001	1.0	1.0

**Retitle and reallocate position to Building Services Manager**

	Class Code	Position Title	Position Number	Position Increase/ Decrease	Revised Total FTE
From	14K51	RMA Services Manager	0004	(1.0)	0.0
To	14K47	Building Services Manager	0001	1.0	1.0

5. The Public Works, Facilities and Parks – Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 is amended to reallocate one (1) RMA Services Manager to one (1) Capital Improvement Manager as indicated below:

**Reallocate position to Capital Improvement Manager**

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14K51	RMA Services Manager	0001	(1.0)	1.0
To	14K48	Capital Improvement Manager	0001	1.0	1.0

6. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2021, 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