

Attachment A

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

- Resolution No.:)
- a. Approve reclassification and reallocation of one (1) Office Assistant III (80E22) and one (1) Office Assistant II (80E21) to one (1) Senior Account Clerk (80J22) and one (1) Account Clerk (80J21) in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013, as indicated in the attached Resolution, effective July 6, 2019;)
- b. Authorize Auditor-Controller to incorporate the approved changes in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013 FY2019-20 Adopted Budget;)
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.)

WHEREAS, Monterey County Human Resources Department (HRD) completed a study of the Office Assistant III and Office Assistant II positions for two incumbents assigned to the Resource Management Agency (RMA)-Administration, Unit 001-3000-8222-RMA013, where they provide Accounts Payable and Receivable support to the Parks division; and

WHEREAS, the findings of the classification study determined that the two incumbents be reclassified, and the positions be reallocated to a Senior Account Clerk (80J22) and Account Clerk (80J21), effective July 6, 2019, as indicated below;

Reallocate Positions – BU 001-3000-8222-RMA013

From/To		Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80E22	Office Assistant III	0001	(1.0)	0.0
To	80J22	Senior Account Clerk	0006	1.0	6.0

From/To		Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80E21	Office Assistant II	0001	(1.0)	0.0
To	80J21	Account Clerk	0001	1.0	1.0

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

- One (1) Office Assistant III (80E22) and one (1) Office Assistant II (80E21) incumbents are approved to be reclassified and positions be reallocated to one (1) Senior Account Clerk (80J22) and one (1) Account Clerk (80J21) in the Resource Management Agency – Administration Unit 001-3000-8222-RMA013, effective July 6, 2019

PASSED AND ADOPTED on this 23rd day of July 2019, 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