

*Before the Board of Supervisors  
County of Monterey, State of California*

**Resolution No.: 25-238**

PPPR Control No. 25-002 )

HRM Control No. 25-004 )

Adopts a Resolution to: )

- a. Retitle the Contracts and Purchasing division of the County Administrative Office to Contracts and Procurement to more accurately reflect the work of the division; )
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the Contracts and Purchasing Officer to Chief Contracts and Procurement Officer with the salary range as indicated in Attachment A; )
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Deputy Contracts and Procurement Officer I, Deputy Contracts and Procurement Officer II and Senior Deputy Contracts and Procurement Officer with the salary ranges as indicated in Attachment A; )
- d. Amend the County Administrative Office – Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Buyer IIs to three (3) Deputy Contracts and Procurement Officer Is as indicated in Attachment A; )
- e. Amend the County Administrative Office – Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst I to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A; )
- f. Amend the County Administrative Office – Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst II to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A; )
- g. Amend the County Administrative Office – Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Management Analyst IIIs to three (3) Senior Deputy Contracts and Procurement Officers as indicated in Attachment A; )
- h. Amend the FY 2025-26 Adopted Budget for the County Administrative Office – Contracts & Purchasing (001-1050-CAO002-8047) to increase appropriations by \$149,566, financed by a decrease in appropriations of \$149,566 in Contingencies (001-1050-CAO020-8034); )
- i. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System. )

**WHEREAS**, the Human Resources Department contracted with Sloan Sakai Yeung & Wong LLP an independent consulting firm to conduct a classification study of the positions within the Contracts and Purchasing division of the County Administrative Office; and

**WHEREAS**, the independent consultant recommends changing the title of ‘Contracts and Purchasing’ to ‘Contracts and Procurement’ as Purchasing is indicative of more short-term goals while procurement is enveloped in a more long-term strategy for an agency; and

**WHEREAS**, the independent consultant determined the Contracts and Purchasing Officer classification reflects the duties and responsibilities that the incumbent is currently performing, however, the consultant recommended the class title be changed to Chief Contracts and Procurement Officer; and

**WHEREAS**, the independent consultant determined the duties and responsibilities assigned to the Buyers and Management Analyst classifications in the Contracts and Purchasing division do not accurately reflect the duties and responsibilities that the incumbents are currently performing and, given the scope of work, complexity, and consequence of error, the consultant recommended for the County to create the classifications of Deputy Contracts and Procurement Officer I, II and Senior Deputy Contracts and Procurement Officer to more accurately reflect the duties being performed; and

**WHEREAS**, the independent consultant determined there were no matches within the County's ten (10) market comparable agencies and conducted an internal comparison analysis of the duties, scope, occupational orientation, and qualifications of similarly situated classifications in the County of Monterey which resulted in similarities between the Contracts and Purchasing Officer and the Hospital Purchasing & Materials Support Director at Natividad Medical Center. The consultant also recommended appropriate salary spreads between the proposed Chief Contracts and Procurement Officer and the recommended Deputy Contracts and Procurement Officer classifications/series; and

**WHEREAS**, the Human Resources Department and County Administrative Office concur with the recommendations of the independent consultant; 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 Contracts and Purchasing division of the County Administrative Office is retitled to Contracts and Procurement to more accurately reflect the work of the division.
2. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B is amended to retitle the classification of Contracts and Purchasing Officer with the salary range indicated below:

Classification Title: Chief Contracts and Procurement Officer							Class Code	WG *	EE O 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						
\$62.322	\$65.738	\$69.346	\$73.152	\$77.164	\$81.021	\$85.071	14N35	03	E	8810	X	E
\$4,985.76	\$5,259.04	\$5,547.68	\$5,852.16	\$6,173.12	\$6,481.68	\$6,805.68						
\$10,802	\$11,395	\$12,020	\$12,680	\$13,375	\$14,044	\$14,746						

\*provided for information purposes only

3. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B is amended to create the classifications of Deputy Contracts and Procurement Officer I, II, and Senior Deputy Contracts and Procurement Officer with the salary ranges indicated below:

Classification Title: Deputy Contracts and Procurement Officer I							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						
\$36.229	\$38.221	\$40.323	\$42.541	\$44.881	\$47.125	\$49.481	14Q01	03	P	8810	J	E
\$2,898.31	\$3,057.71	\$3,225.87	\$3,403.29	\$3,590.46	\$3,769.98	\$3,958.48						
\$6,280	\$6,625	\$6,989	\$7,374	\$7,779	\$8,168	\$8,577						

\*provided for information purposes only

Classification Title: Deputy Contracts and Procurement Officer II							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						
\$41.663	\$43.954	\$46.372	\$48.922	\$51.613	\$54.193	\$56.903	14Q11	03	P	8810	X	E
\$3,333.05	\$3,516.36	\$3,709.75	\$3,913.77	\$4,129.02	\$4,335.47	\$4,552.24						
\$7,222	\$7,619	\$8,038	\$8,480	\$8,946	\$9,394	\$9,863						

\*provided for information purposes only

Classification Title: Senior Deputy Contracts and Procurement Officer							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						
\$47.913	\$50.548	\$53.328	\$56.261	\$59.355	\$62.323	\$65.439	14Q21	03	P	8810	X	E
\$3,833.04	\$4,043.84	\$4,266.24	\$4,500.87	\$4,748.41	\$4,985.83	\$5,235.12						
\$8,305	\$8,762	\$9,244	\$9,752	\$10,288	\$10,803	\$11,343						

\*provided for information purposes only

4. The County Administrative Office – Contracts and Procurement Division Unit 1050-8047 – Fund 001 – Appropriation Unit CAO002 is amended to reallocate and to approve the reclassification of three (3) Buyer II to three (3) Deputy Contracts and Procurement Officer I as indicated below:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14E20	Buyer II	0001 0002 0003	(3.0)	0.0
To	14Q01	Deputy Contracts and Procurement Officer I	0001 0002 0003	3.0	3.0

5. The County Administrative Office – Contracts and Procurement Division Unit 1050-8047 – Fund 001 – Appropriation Unit CAO002 is amended to reallocate and to approve the

reclassification of one (1) Management Analyst I and one (1) Management Analyst II to two (2) Deputy Contracts and Procurement Officer II as indicated below:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14G02	Management Analyst I	0001	(1.0)	0.0
From	14C30	Management Analyst II	0001	(1.0)	0.0
To	14Q11	Deputy Contracts and Procurement Officer II	0001 0002	2.0	2.0

6. The County Administrative Office – Contracts and Procurement Division Unit 1050-8047 – Fund 001 – Appropriation Unit CAO002 is amended to reallocate and to approve the reclassification of three (3) Management Analyst IIIs to three (3) Senior Deputy Contracts and Procurement Officers as indicated below:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C31	Management Analyst III	0001 0002 0003	(3.0)	0.0
To	14Q21	Senior Contracts and Procurement Officer	0001 0002 0003	3.0	3.0

7. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this 8<sup>th</sup> day of July 2025, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Daniels

NOES: None

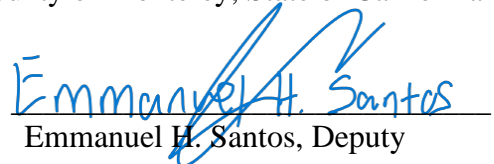
ABSENT: None

(Government Code 54953)

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 82 for the meeting on July 8, 2025.

Dated: July 10, 2025  
File ID: RES 25-106  
Agenda Item No. 43

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

  
Emmanuel H. Santos, Deputy