



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Upon motion of Supervisor Potter, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

Adopted Resolution 13-334 to:

- a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185;
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer (72C82) with the salary range as indicated in TABLE #1 of the attached Resolution;
- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add ne (1) FTE Fleet Service Writer;
- d. Authorize the County Administrative Office to incorporate these changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in TABLE #2 of the attached Resolution; and
- e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

PASSED AND ADOPTED on this 22nd day of October 2013, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker and Potter
NOES: None
ABSENT: None

I, Gail T. Borkowski, 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 77 for the meeting on October 22, 2013.

Dated: October 23, 2013
File Number: RES 13-060

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By *Donise Hancock*
Deputy

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

Resolution No. 13-334

Resolution of the Monterey County Board of Supervisors:

- a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185; and
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer (72C82) with the salary range as indicated in TABLE #1 of this Resolution; and
- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer; and
- d. Authorize the County Administrative Office to incorporate these changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in TABLE #2 of this Resolution; and
- e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

WHEREAS, Fleet Management is a division within the Public Works Department structure under the Resource Management Agency; and

WHEREAS, County Human Resources Department is responsible for administering the classification structure for the Fleet Management Division within the Public Works Department; and

WHEREAS, the business needs of Fleet Management have changed and a Fleet Services Writer can assist in diagnosis of mechanical problems, monitoring fleet maintenance and ensuring appropriate work is completed properly;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors in and for the County of Monterey does hereby:

- a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185; and
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer with the salary range as indicated in TABLE #1; and

Table #1

Classification Title: Fleet Service Writer																				
Hourly, Bi-Weekly and Monthly Pay Rates																				
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	W/G	EEO Cat.	W/C	BU	FLSA Code	MoCo O/T							
\$21,968	\$23,171	\$24,443	\$25,782	\$27,197	\$28,558	\$29,986								72C82	20	SM	9410	J	C	Y
\$1757.44	\$1853.68	\$1955.44	\$2062.56	\$2175.76	\$2284.64	\$2398.88														

- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer; and
- d. Authorize the County Administrative Office to incorporate the changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in Table #2; and

Table #2

Title Code	Title Description	Position Number	Beginning FTE by Title	Position Increase/Decrease	Revised Total FTE by Title
72C82	Fleet Service Writer	72C820001	0	+1	1.0
72C82	Supervising Mechanic	72C820001	1	-1	0

- e. Authorize the County Administrative Office, Human Resources Department and the Auditor-Controller to take the necessary actions to program the Advantage system to implement these actions.

PASSED AND ADOPTED upon motion of Supervisor Potter, seconded by Supervisor Salinas and carried this 22nd day of October 2013, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno Salinas, Parker and Potter

NOES: None

ABSENT: None

I, Gail T. Borkowski, 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 77 for the meeting on October 22, 2013.

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