



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-972

December 01, 2020

Introduced: 11/18/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Amend Fiscal Year 2020-21 Auditor-Controller budget (1110-AUD001-8011-001) in reallocating one (1) Administrative Services Assistant (14C70) to one (1) Administrative Services Officer (14C71); and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the approved changes in the Fiscal Year 2020-21 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend Fiscal Year 2020-21 Auditor-Controller budget (1110-AUD001-8011-001) in reallocating one (1) Administrative Services Assistant(14C70) to one (1) Administrative Services Officer (14C71); and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the approved changes in the Fiscal Year 2020-21 Adopted Budget.

SUMMARY/DISCUSSION:

The Auditor-Controller's Office (ACO) is requesting the reallocation of an Administrative Services Assistant position to Administrative Services Officer which better reflects the duties that have been absorbed by the incumbent over the last few years.

Due to reorganization and staffing changes, higher-level functions have shifted to and are performed by the current Administrative Services Assistant (ASA) who reports directly to the Auditor-Controller. Examples of functions performed include: 1) Preparation and oversight of the Office budget. 2) Equipment (computers, phones) purchases, lease management, inventory coordination for the Systems Division and 3) Board Report and Contract Management responsibilities.

In addition, new high-level responsibilities have been added to include: 1) The design, coordination and maintenance of the ACO's Internet, Intranet, and internal SharePoint sites to implement technological advancement and support public transparency of the elected Auditor-Controller's Office and 2) Assisting the Auditor-Controller and Assistant Auditor-Controller with operations by coordinating agendas and action items and collaborating with management to draft and implement executive management directives, actions, and departmental policies.

The incumbent, having institutional knowledge and experience has been able to absorb and successfully perform the above mentioned, higher-level responsibilities that were shifted due to restructuring and budget cuts. It is no longer justifiable or appropriate to keep the position at the

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current Administrative Services Assistant level based on the present duties and responsibilities.

OTHER AGENCY INVOLVEMENT:

This action is supported by the Budget Committee. The Human Resources Department has reviewed and approved the Request to Classify form and supports this action.

FINANCING:

The estimated difference of \$5,107 for the remainder of FY 2020-21 will be absorbed by the ACO's adopted budget due to salary savings. The cost increase in FY 2021-22 is estimated to be \$8,755 for which the Department anticipates mitigating within their assigned General Fund Contribution.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This proposed action will allow the Auditor-Controller's Office to promote an organization that practices efficient and effective resource management, and create an opportunity to attract, recruit, or retain a diverse, talented workforce that supports the mission of the County of Monterey.

Check the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Rupa Shah, CPA, Auditor-Controller, 755-5099


Attachments:

Board Report

Attachment A - Resolution

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