



Monterey County Board of Supervisors

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

A motion was made by Supervisor Mary L. Adams, seconded by Supervisor Luis A. Alejo to:

Adopt Resolution No.: 21-112

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of County Media Analyst as indicated in Attachment A;
- b. Amend the County Administrative Office Budget 1050-CAO004 Unit 8054 to allocate one (1) FTE County Media Analyst as indicated in Attachment A;
- c. Authorize and direct the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations by \$43,556 in the County Administrative Office 001-1050-CAO004-8054 financed by a decrease in appropriations in General Fund Contingencies 001-1050-CAO020-8034 as previously approved by the Board of Supervisors on Feb 9, 2021 (4/5ths vote);
- d. Authorize the Auditor-Controller's Office to incorporate approved appropriation and estimated revenue modifications to the FY 2020-21 Budget, and the County Administrative Office to reflect these approved changes in the FY 2021-22 Adopted Budget; and,
- e. Direct the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this 20th day of April 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

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 April 20, 2021.

Dated: April 28, 2021

File ID: RES 21-071

Agenda Item No.: 68

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


Julian Lorenzana, Deputy

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

Resolution No.: 21-112

PPPR Control No. 21-008

HRM Control No. 21-007

Resolution to:

- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of County Media Analyst as indicated in Attachment A;)
- b. Amend the County Administrative Office Budget 1050-CAO004 Unit 8054 to allocate one (1) FTE County Media Analyst as indicated in Attachment A;)
- c. Authorize and direct the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations by \$43,556 in the County Administrative Office 001-1050-CAO004-8054 financed by a decrease in appropriations in General Fund Contingencies 001-1050-CAO020-8034 as previously approved by the Board of Supervisors on Feb 9, 2021 (4/5ths vote);)
- d. Authorize the Auditor-Controller’s Office to incorporate approved appropriation and estimated revenue modifications to the FY 2020-21 Budget, and the County Administrative Office to reflect these approved changes in the FY 2021-22 Adopted Budget; and,)
- e. Direct the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.....)

WHEREAS, during the past year, the County has responded to several catastrophic events including the COVID-19 pandemic emergency, 2020 wildfires and 2021 winter storm events; and,

WHEREAS, during these catastrophic events, coordinating and disseminating timely and accurate information has been critical to ensure public safety; and,

WHEREAS, the Board of Supervisors created an ad hoc Communications Committee intended to develop communications/messaging strategy and to guide staff in the dissemination of vital information to members of the public; and,

WHEREAS, the Board of Supervisors ad hoc Communications Committee and County Administrative Office requested the Human Resources Department to conduct a classification study to create a classification to perform a variety of professional-level communications for the County’s Spanish only speaking community; and,

WHEREAS, The Human Resources Department conducted a classification study and recommends the proposed classification of County Media Analyst be created with the salary range indicated below; 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 create the classification of County Media Analyst as indicated below:

Create Classification

Classification Title: County Media Analyst												
Hourly, Bi-Weekly and Monthly Pay Rates							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$38.194	\$40.294	\$42.510	\$44.850	\$47.319	\$49.685	\$52.170	14C37	03	P	8810	X	E
\$3,055.52	\$3,223.52	\$3,400.80	\$3,588.00	\$3,785.52	\$3,974.80	\$4,173.60						
\$6,620	\$6,984	\$7,368	\$7,774	\$8,202	\$8,612	\$9,043						

*provided for information purposes only

2. The County Administrative Office Budget 1050-CAO004 Unit 8054 is amended to allocate one (1) FTE County Media Analyst as indicated below:

Allocate Position

County Administrative Office Budget 1050-CAO004 Unit 8054

Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
14C37	County Media Analyst	0001	1.0	1.0

3. The Auditor-Controller is authorized and directed to amend the FY 2020-21 Adopted Budget by increasing appropriations by \$43,556 in the County Administrative Office 001-1050-CAO004-8054 financed by a decrease in appropriations in General Fund Contingencies 001-1050-CAO020-8034 as previously approved by the Board of Supervisors on Feb 9, 2021 (4/5ths vote).

4. The Auditor-Controller’s Office is authorized to incorporate approved appropriation and estimated revenue modifications to the FY 2020-21 Budget, and the County Administrative Office to reflect these approved changes in the FY 2021-22 Adopted Budget.

5. The Auditor-Controller and County Administrative Office are directed to incorporate the position change in the FY 2020-21 Adopted Budget and the Human Resources Department is directed to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this 20th day of April 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

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 April 20, 2021.

Dated: April 28, 2021
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Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California


Julian Lorenzana, Deputy