

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

**Resolution No.: 22-495**

PPPR Control No. 22-032 )

HRM Control No. 22-027 )

Adopts a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A; )
- b. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A; )
- c. Direct the Auditor-Controller’s Office and the County Administrative Office to reflect the approved position changes in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system; )
- d. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23; )
- e. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis. )

WHEREAS, pursuant to Monterey County Code Section 2.12.040, the County Administrative Officer is authorized to recommend desirable rearrangement of departments and functions to the Board of Supervisors; and

WHEREAS, the County Administrative Officer is recommending the creation of a Department of Emergency Management (DEM) and to create the classification of Director of Emergency Management; and

WHEREAS, the Human Resources Department conducted a classification and labor market study with the County’s comparable agencies and found there were three matches within the comparable agencies to recommend a classification and salary range for the Director of Emergency Management; and

WHEREAS, the Human Resources Department conducted a review of the Management II position allocated to perform the financial activities of the Office of Emergency Services and determined the Management Analyst II classification does not adequately address the financial duties, scope and complexity of the position and recommends reallocating a Management Analyst II to a Finance Manager I; and

WHEREAS, the Human Resources Department conducted a review of the Senior Secretary position and determined that the level of work required to perform administrative/secretarial work for a Department Head is most appropriately classified as an Administrative Secretary and recommends reallocating the Senior Secretary to an Administrative Secretary; and

WHEREAS, to implement the recommendations amendments to the Personnel Policies and Practices Resolution No. 98-394 and the Fiscal Year 2022-23 Adopted Budget are necessary and appropriate;

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 & B is amended to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated is amended to add the newly created Director of Emergency Management as indicated below:

Classification Title: <b>Director of Emergency Management</b>							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						
\$67.713	\$71.437	\$75.365	\$79.510	\$83.883	\$88.077	\$92.481	11A13	00	E	8810	Y	E
\$5,417.00	\$5,714.92	\$6,029.23	\$6,360.81	\$6,710.64	\$7,046.17	\$7,398.48						
\$11,737	\$12,382	\$13,063	\$13,782	\$14,540	\$15,267	\$16,030						

\*provided for information purposes only

- A.10.1 Department Heads Designated  
 The following management classes are hereby designated as department heads:
- 11A01 Administrative Officer
  - 11A02 Agricultural Commissioner
  - 11B01 Assessor-County Clerk-Recorder
  - 10B02 Auditor-Controller
  - 10A01 Board of Supervisors Chairman
  - 10A02 Board of Supervisors Member
  - 11A06 Chief Probation Officer
  - 11A30 Clerk of the Board of Supervisors
  - 11A04 County Counsel
  - 11A26 Director of Child Support Services
  - 14A26 Director of Emergency Communications
  - 11A13 Director of Emergency Management
  - 11A09 Director of Health Services
  - 11A34 Director of Housing and Community Development
  - 11A07 Director of Human Resources
  - 12E18 Director of Information Technology
  - 11A33 Director of Public Works, Facilities and Parks
  - 11A12 Director of Social Services
  - 10B04 District Attorney
  - 11A31 Economic Development/Workforce Investment Board Director
  - 14B25 Equal Opportunity Officer

- 11A15 General Manager - Water Resources Agency
- 11A25 Hospital Chief Executive Officer
- 11A05 Library Director
- 11A18 Public Defender
- 11A20 Registrar of Voters
- 10B05 Sheriff-Coroner
- 10B06 Treasurer-Tax Collector
- 60U20 Military & Veteran's Affairs Officer

2. The County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 is amended to allocate one (1) Director of Emergency Management; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated below:

**Allocate Position**

Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
11A13	Director of Emergency Management	0001	1.0	1.0

**Reallocate Positions**

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C30	Management Analyst II	0002	(1.0)	1.0
To	20B95	Finance Manager I	0001	1.0	1.0
From	80A32	Senior Secretary	0001	(1.0)	0.0
To	80A33	Administrative Secretary	0001	1.0	1.0

3. The Auditor-Controller’s Office and the County Administrative Office are directed to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget, and the Human Resources Department is directed to create the Director of Emergency Management classification in the Advantage HRM system.
4. The County Administrative Office and the Auditor-Controller are directed to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23.
5. The County Administrative Office and the Budget Director are directed to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

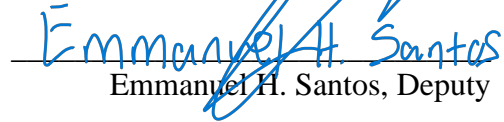
**PASSED AND ADOPTED** on this 7<sup>th</sup> day of December 2022, by roll call vote:

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 on December 7, 2022.

Dated: December 14, 2022  
File ID: 22-1148  
Agenda Item No. 9

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

  
Emmanuel H. Santos, Deputy