

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

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|--|-------------------------|---|
| Resolution No.: | PPPR Control No. 16-008 |) |
| | HRM Control No. 16-006 |) |
| Adopt a Resolution to: | |) |
| a) Amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate three (3) Office Assistant II (80E22) and one (1) Accounting Technician (80J30) to one (1) Courier (70F21), one (1) Social Services Aide II (60D11), one (1) Accountant II (20B11), and one (1) Administrative Operations Manager (14N05); | |) |
| b) Authorize the County Administrative Office to incorporate the changes to the FY 2015-16 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts; and | |) |
| c) Authorize the Auditor-Controller's Office to increase estimated revenues and appropriations by \$28,794 by incorporating approved modifications in the FY 2015-16 Adopted Budget. (4/5 th vote required) | |) |

WHEREAS, the Department of Social Services had determined the reallocation of one vacant Office Assistant II to one Social Services Aide II as more appropriately meeting the operational needs of the department; and

WHEREAS, the CalWORKs Housing Support Program (HSP) began in December 2014 and was made permanent by the legislature; and

WHEREAS, a program evaluation has determined that the support of a Social Services Aide II is more appropriate for responding to the needs of homeless families who have been referred to the program or who contact the department seeking resources and support; and

WHEREAS, the Department of Social Services had determined the reallocation of one vacant Office Assistant II to one Courier as more appropriately meeting the operational needs of the department; and

WHEREAS, the department's Copy and Distribution Center and Stores and Records operations were combined and moved to Schilling Place creating a need for a Courier position; and

WHEREAS, the Courier will support both units and will be required to lift heavy mail bins and packages and be able to operate a hand truck; and

WHEREAS, the Department of Social Services had determined the reallocation of one vacant Accounting Technician to one Accountant II as more appropriately meeting the operational needs of the department; and

WHEREAS, the department requires in-depth statistical analysis on caseloads and expenditures for the public assistance entitlement programs as caseloads grow and public assistance programs are added; and

WHEREAS, the Accountant II will provide complex analysis of expenditures and revenues necessary for the department's budgeting; and

WHEREAS, the Department of Social Services had determined the reallocation of one vacant Office Assistant II to one Administrative Operations Manager as more appropriately meeting the operational needs of the department; and

WHEREAS, the department requires higher level coordination of the operations to prevent gaps in the department's efforts to maintain administrative operations at their most efficient level; and

WHEREAS, the Administrative Operations Manager will take the lead internally and externally for the day-to-day administrative operations of the department including: facility management, space acquisitions, leases, repairs, remodel projects, safety issue mitigation, oversight of warehouse operations, records retention management, and the copy/distribution center; and

NOW, THEREFORE, the Monterey County Board of Supervisors hereby resolved to approve the following:

Adopts Resolution to:

- a) Amend the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate three (3) Office Assistant II (80E22) and one (1) Accounting Technician (80J30) to one (1) Courier (70F21), one (1) Social Services Aide II (60D11), one (1) Accountant II (20B11), and one (1) Administrative Operations Manager (14N05);

Department of Social Services 5010 (Unit 8262)

From/To	Class Code	Position Title	Position Number	Position Increase/(Decrease)	Revised Total FTE
From	80E21	Office Assistant II	0060	(1.0)	89.0
To	80E22	Social Services Aide II	0065	1.0	65.0
From	80E21	Office Assistant II	0067	(1.0)	88.0
To	70F21	Courier	0001	1.0	1.0
From	80J30	Accounting Technician	0003	(1.0)	3.0
To	20B11	Accountant II	0003	1.0	3.0
From	80E21	Office Assistant II	0062	(1.0)	87.0
To	14N05	Administrative Operations Manager	0001	1.0	1.0

- a) Direct the County Administrative Office to incorporate the approved changes in the FY 2015-16 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

PASSED AND ADOPTED on this ____ day of _____, 2016, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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____ for the meeting on _____.

Dated:

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

By _____
, Deputy