

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

- Resolution No.: HRM Control No. 21-011 )  
 )  
 Adopts a Resolution to: )  
 a. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of one (1) Data Entry Operator II to one (1) Buyer I as indicated in Attachment A; )  
 )  
 b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget. )  
 )

WHEREAS, the Human Resources Department conducted a classification study of the Data Entry Operator II position in the County Administrative Office - Fleet Administration; and

WHEREAS, the study found that the incumbent's current duties being performed no longer align with the duties of the Data Entry Operator II classification; and

WHEREAS, the study found that the most appropriate classification within the County classification system is Buyer I and recommended the Data Entry Operator II position be reallocated and the incumbent reclassified to Buyer I; NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

- The County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 is amended to reallocate and to approve the reclassification of one (1) Data Entry Operator II to one (1) Buyer I as indicated below:

**Reallocate Position and Reclassify Incumbent**

County Administrative Office - Fleet Administration  
 Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80G21	Data Entry Operator II	0001	(1.0)	0.0
To	14E01	Buyer I	0001	1.0	1.0

- The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2021, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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 \_\_\_ for the meeting on \_\_\_\_\_.

Dated:

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

By \_\_\_\_\_  
, Deputy