



Monterey County

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Board Order

Upon motion of Supervisor Parker seconded by Supervisor Armenta, and carried by those members present, the Board of Supervisors hereby:

Adopted Resolution 12-163 to:

- a. Amend Personnel Policies and Practices Resolution No. 98-394 to create the classification of Senior Mailroom Clerk with salary range as indicated in the attached Exhibit A, Table 1;
- b. Approve reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk;
- c. Amend the FY 2011-12 Resource Management Agency Budget, Unit 8177, to delete one (1) Mailroom Clerk and add one (1) Senior Mailroom Clerk in the attached Exhibit A, Table 2;
- d. Authorize the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget; and
- e. Direct the Department of Human Resources to incorporate the changes.

PASSED AND ADOPTED on this 26th day of June 2012, by the following vote, to-wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter

NOES: None

ABSENT: None

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 76 for the meeting on June 26, 2012.

Dated: July 5, 2012
File Number: RES 12-0058

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

By Denise Hancock
Deputy

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

Resolution No.: 12-163

PPPR Control No. 12-004
ACZZ Control No. 12-004

Adopted Resolution to:

- a. Amend Personnel Policies and Practices Resolution No. 98-394 to create the classification of Senior Mailroom Clerk with salary range as indicated in the attached Exhibit A, Table 1;
b. Approve reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk; Amend the FY 2011-12 Resource Management Agency Budget, Unit 8177, to delete one (1) Mailroom Clerk and add one (1) Senior Mailroom Clerk as indicated in the attached Exhibit A, Table 2;
c. Authorize the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget; and
d. Direct the Department of Human Resources to incorporate the changes)

WHEREAS, the Resource Management Agency, Department of Public Works, Facilities Maintenance Division, underwent an operations study and subsequent reorganization to improve efficiency of mail and delivery services provided to County-wide departments; and

WHEREAS, the duties of the Mailroom Clerk incumbent evolved to accommodate the need for efficiency in delivery of services necessitating the creation of a new classification of Senior Mailroom Clerk and reclassification of the incumbent.

NOW, THEREFORE, BE IT RESOLVED THAT, the County of Monterey Board of Supervisors hereby:

- 1. Amended Personnel Policies and Practices Resolution No. 98-394 to create the classification of Senior Mailroom Clerk with salary range as indicated in Exhibit A, Table 1.
2. Approved reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk.
3. Amended the FY 2011-12 Resource Management Agency Budget, Unit 8177, to add and delete as indicated in Exhibit A, Table 2.
4. Authorized the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget.
5. Directed the Department of Human Resources to incorporate the changes.

PASSED AND ADOPTED upon motion of Supervisor Parker, seconded by Supervisor Armenta, and carried this 26th day of June 2012, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter
NOES: None
ABSENT: None

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 76 for the meeting on June 26, 2012.

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By Denise Hancock
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