



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 21-120

July 13, 2021

Introduced: 7/1/2021

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a resolution to:

- a. Amend the Housing and Community Development Department (HCD) Budget Unit Administration, 001-3100-8542-HCD001 to reallocate of one (1) filled FTE Administrative Secretary to one (1) FTE Administrative Secretary Confidential as indicated in attachment A and the promotion of an employee; and
- b. Authorize the Auditor-Controller, and County Administrative Office to incorporate the position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget, 001-3100-8542-HCD001; and
- c. Direct Human Resources to implement the changes in the Advantage HRM system; and
- d. Allow the change to be effective in the Pay Period Ending July 16, 2021.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Amend the Housing and Community Development Department (HCD) Budget Unit Administration, 001-3100-8542-HCD001 to reallocate of one (1) filled FTE Administrative Secretary to one (1) FTE Administrative Secretary Confidential as indicated in attachment A and the promotion of an employee; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget, 001-3100-8542-HCD001.
- c. Direct Human Resources to implement the changes in the Advantage HRM system.
- d. Allow the change to be effective in the Pay Period Ending July 16, 2021.

SUMMARY/DISCUSSION:

In July 2020, the Board of Supervisors received a report by Citygate Associates that provided 76 recommendations. In accordance with recommendations, the Board directed splitting the Resource Management Agency (RMA) into two departments. Through this process it was determined that the Administrative Secretary Confidential position would be assigned to the Public Works Facilities and Parks Department (PWFP). As a result, a lead (supervisory) position with expertise in assistance and support to the department head is needed in HCD.

The Department requests the reallocation of an Administrative Secretary position to an Administrative Secretary Confidential as indicated in attachment A. The tasks and duties of the newly reallocated Administrative Secretary Confidential would be at a 1.0 Full Time Estimate (FTE) position. Key duties would include providing direction to and oversight of the secretarial staff, maintaining the Director's calendar for meetings, receives guests and visitors, manages the preparation of departmental agenda

items for presentation to the Board of supervisors, Planning Commission and Zoning Administrator and any other tasks associated with public outreach. These key duties and tasks are currently being performed by the incumbent and this action will align the appropriate job classification with the actual work currently being performed.

On June 30, 2021, the Chair of the Budget Committee authorized and supported bringing this item directly to the Board of Supervisors. Approval of this resolution will reallocate one (1) filled Administrative Secretary position to an Administrative Secretary Confidential. (Attachment B)

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify and supports the recommendations.

FINANCING:

The position of Administrative Secretary Confidential will replace the Administrative Secretary position that is currently filled. The position was intended to be included in the HCD FY 2021-22 baseline budget at an annual salary cost of \$72,504 but was mistakenly left out. The Administrative Secretary Confidential position would be a full-time position with a salary range of \$53,088 - \$72,504, resulting in annualized increase of \$5,859. This change will take effect for the Pay Period Ending July 16, 2021 as it was intended to effective for the beginning of the Fiscal Year 2021-22. The additional cost will be absorbed within the Department by immediate salary savings due to current vacancies.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The request supports the Board of Supervisors' Administration Initiatives by facilitating the clear and efficient use of staff time and allocation of staff salary budget.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Melanie Beretti, Housing & Special Programs Services Manager, HCD *MB*

Approved by: Erik Lundquist, AICP, HCD Director

The following attachments are on file with the Clerk of the Board:

Attachment A - Reallocate Position

Attachment B - Draft Resolution