



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-178

December 09, 2025

Introduced: 11/25/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend the Housing and Community Development Department FY 2025-2026 Adopted Budget (Fund 001, Department 3100, Unit 8542) to approve the reallocation of one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and Community Development as indicated in Attachment A, effective December 13, 2025; and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:

It is recommended that the Board of Supervisors consider adopting a Resolution to:

- a. Amend the Housing and Community Development Department FY 2025-2026 Adopted Budget (Fund 001, Department 3100, Unit 8542) to approve the reallocation of one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and Community Development as indicated in Attachment A, effective December 13, 2025; and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY

The Housing and Community Development Department is seeking consideration from the Board of Supervisors to reallocate one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and Community Development.

The additional cost to reallocate one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and Community Development for the remainder of the FY2025-26 Fiscal Year assuming a February 2, 2026, hire date is approximately \$117,591 if filled at Step 4 or \$112,093.01 if filled at Step 3.

DISCUSSION:

The Housing and Community Development Department is requesting support to reallocate one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and

Community Development to assist the Director of Housing and Community Development in planning, administering, and directing the day-to-day activities of the Housing and Community Development Department and to act as the Director in their absence.

The Board of Supervisors approved the creation of the Assistant Director of Housing and Community Development on August 5, 2025.

The Department recommends the Board of Supervisors approve amending the Housing and Community Development Department's Budget Unit 8542 to reallocate the requested position changes as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The County Administrative Office and the Human Resources Department have reviewed and approved the proposed reallocation.

FINANCING:

The additional cost to reallocate one (1) vacant Redevelopment/Housing Project Analyst III to one (1) Assistant Director of Housing and Community Development for the remainder of the FY2025-26 Fiscal Year assuming a February 2, 2026, hire date is approximately \$117,591 if filled at Step 4 or \$112,093.01 if filled at Step 3. The vacancy in the Redevelopment/Housing Project Analyst position was unfunded to balance the FY2025-26 budget for HCD. If appropriations are needed before the end of the Fiscal Year HCD will return to the Board to request a transfer from Appropriation Unit HCD002, Unit 8543 Community Development where there is salary savings due to ongoing vacancies. Future years' costs will be included in subsequent requested budgets.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

The proposed recommended actions address the Board of Supervisors Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- ☐ Well-Being and Quality of Life
- ☐ Sustainable Infrastructure for the Present and Future
- ☐ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☒ Dynamic Organization and Employer of Choice

Prepared by: Laura Carucci, Senior Human Resources Analyst, ext. #6723

Approved by: Andreas Pyper, Director of Human Resources, ext. #5043

Attachments:

Attachment A

Resolution