

Attachment B

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

Resolution No. 21-_____

- 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; and)
- d. Allow the change to be effective in the Pay Period)
Ending July 16, 2021.)

WHEREAS, On July 28, 2020, the Board of Supervisors received a report by Citygate Associates that provided 76 recommendations, including splitting the Resource Management Agency (RMA) into two departments;

WHEREAS, the split of the RMA included splitting the Administrative Support staff, and the position of Administrative Secretary Confidential was placed in the newly formed Public Works, Facilities, and Parks (PWFP) Department;

WHEREAS, a lead Administrative position with expertise in supporting and managing the Departments administrative functions and supporting the Director is needed in the newly formed Housing and Community Development (HCD) Department;

WHEREAS, within the HCD organization the currently filled position of Administrative Secretary would be reallocated to Administrative Secretary Confidential in order to provide direction to the Secretarial staff and support for the Director;

WHEREAS, the position of HCD Administrative Secretary Confidential will replace the Administrative Secretary position and will be a full-time position with a salary range of \$53,088 - \$72,504.

WHEREAS, the change will go into effect for the Pay Period Ending July 16, 2021 as it was intended to be included in the FY2021-22 Adopted Budget for HCD.

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

1. The Housing and Community Development Department Budget Unit Administration 001-3100-8542-HCD001 is amended to reallocate one (1) Administrative Secretary to one (1) Administrative Secretary Confidential as indicated below:

Housing and Community Development 001-3100-8542-HCD001

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80A33	Administrative Secretary	0001	(1.0)	0.0
To	80A99	Administrative Secretary Confidential	0001	1.0	1.0

2. The County Administrative Office and the Auditor-Controller is directed to incorporate the approved position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget 001-3100-8542-HCD001.

PASSED AND ADOPTED upon this 13th day of July 2021, by roll call vote:

AYES: Supervisors

NOES:

ABSENT:

(Government Code 54943)

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 resolution of said Board of Supervisors duly made and entered in the minutes thereof Minute Book ___ for the meeting on July 13, 2021.

Dated: July , 2021
 File ID: RES 21-
 Agenda Item:

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

By _____
 Deputy