

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

Resolution No.:

PPPR Control No. 12-004

ACZZ Control No. 12-004

Adopt a 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;
- 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 as indicated 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.

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. Amends 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. Approves reclassification of one (1) Mailroom Clerk to one (1) Senior Mailroom Clerk.
3. Amends the FY 2011-12 Resource Management Agency Budget, Unit 8177, to add and delete as indicated in Exhibit A, Table 2.
4. Authorizes the County Administrative Office to modify approved position changes in the FY 2011-12 Budget and the FY 2012-13 Adopted Budget.
5. Directs the Department of Human Resources to incorporate the changes.