

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

Resolution No.

Resolution of the Monterey County Board of Supervisors:

- a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185; and
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer (72C82) with the salary range as indicated in TABLE #1 of this Resolution; and
- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer; and
- d. Authorize the County Administrative Office to incorporate these changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in TABLE #2 of this Resolution; and
- e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

WHEREAS, Fleet Management is a division within the Public Works Department structure under the Resource Management Agency; and

WHEREAS, County Human Resources Department is responsible for administering the classification structure for the Fleet Management Division within the Public Works Department; and

WHEREAS, the business needs of Fleet Management have changed and a Fleet Services Writer can assist in diagnosis of mechanical problems, monitoring fleet maintenance and ensuring appropriate work is completed properly;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors in and for the County of Monterey does hereby:

- a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185; and
- b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer with the salary range as indicated in TABLE #1; and

Table #1

Classification Title: Fleet Service Writer													
Hourly, Bi-Weekly and Monthly Pay Rates													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	W/G	EEO Cat.	W/C	BU	FLSA Code	MoCo O/T
\$21,968	\$23,171	\$24,443	\$25,782	\$27,197	\$28,558	\$29,986							
\$1757.44	\$1853.68	\$1955.44	\$2062.56	\$2175.76	\$2284.64	\$2398.88							
\$3808	\$4016	\$4237	\$4469	\$4714	\$4950	\$5198	72C82	20	SM	9410	J	C	Y

- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer; and
- d. Authorize the County Administrative Office to incorporate the changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in Table #2; and

Table #2

Title Code	Title Description	Position Number	Beginning FTE by Title	Position Increase/Decrease	Revised Total FTE by Title
72C82	Fleet Service Writer	72C820001	0	+1	1.0
72C82	Supervising Mechanic	72C820001	1	-1	0

- e. Authorize the County Administrative Office, Human Resources Department and the Auditor-Controller to take the necessary actions to program the Advantage system to implement these actions.

**PASSED AND ADOPTED** upon motion by Supervisor \_\_\_ seconded by Supervisor \_\_\_ and carried this 15th day of October 2013 by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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\_\_\_ for the meeting on October 15, 2013.

Dated:

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

By \_\_\_\_\_  
Deputy