

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

- Resolution No.: _____)
 PPR Control No. **XX-XXX**)
 HRM Control No. **XX-XXX**)
 Adopt a Resolution to: _____)
 _____)
 a. Amend the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget to)
 Approve Reallocation/Reclassification as Indicated by Position Numbers in the)
 Attached Resolution;)
 b. Authorize the Auditor-Controller to Incorporate the Approved Changes in the)
 Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget;)
 c. Direct the County Administrative Office to Incorporate the New Classification and)
 Approved Position Changes in the Natividad Medical Center (Unit 9600) FY 2015-16)
 Adopted Budget; and)
 d. Direct the Human Resources Department to Implement the Changes in the Advantage)
 HRM System.)

WHEREAS, the NMC Human Resources Administrator requested that a classification study be conducted for the Principal Office Assistant position in the Records Retention Department at NMC to determine if the current duties being performed by the incumbent were appropriately classified within the County’s structure; and

WHEREAS, the findings of the classification study determined that the position should be reclassified to a Supervising Office Assistant I, to more accurately reflect the nature and scope of work performed by the incumbent and to meet the organizational needs of the Records Retention Department at Natividad Medical Center;

NOW, THEREFORE, the Monterey County Board of Supervisors hereby resolved to approve the following:

- a. Amend the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget to Approve Reallocation/Reclassification as Indicated by Position Numbers in the Attached Resolution;

**Natividad Medical Center 9600 (Sub-unit 8382) – Records Retention
Reallocate Position and Reclassify Incumbent**

From/To		Position Title	Position Number	Position Increase/(Decrease)	Revised Total FTE
From	80E80	Principal Office Assistant	0002	(1.0)	5.0
To	80E81	Supervising Office Assistant I	0001	1.0	1.0

- b. Authorize the Auditor-Controller to Incorporate the Approved Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget;
- c. Direct the County Administrative Office to Incorporate the New Classification and Approved Position Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget; and

- d. Direct the Human Resources Department to Implement the Changes in the Advantage HRM System.

PASSED AND ADOPTED on this ____ day of _____, 2016, 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 _____.

Dated:

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

By _____
, Deputy