

*Before the Board of Supervisors  
County of Monterey, State of California*

**Resolution No.: 24-008**

PPPR Control No. 24-001 )  
HRM Control No. 24-001 )

Adopts a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classifications of Community Engagement Program Manager and Legislative Program Manager with the salary range as indicated in Attachment A effective January 13, 2024;
- b. Amend FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8440-Appropriation Unit CAO004) to reallocate one (1) vacant 1.0 FTE Management Analyst III to one (1) 1.0 FTE Community Engagement Program Manager as indicated in Attachment A effective January 13, 2024;
- c. Amend FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) to reallocate and approve the reclassification of one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Legislative Program Manager as indicated in Attachment A effective January 13, 2024;
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

**WHEREAS**, the County Administrative Office requested that the Human Resources Department conduct classification studies of two of the Management Analyst III positions assigned to the Intergovernmental and Legislative Affairs (IGLA) Division which determined that the assigned duties were not consistent with the current classification of Management Analyst III; and

**WHEREAS**, the Human Resources Department determined that the classification analysis found the duties would be more accurately reflected in new classifications titled Community Engagement Program Manager and Legislative Program Manager; and

**WHEREAS**, to implement the recommendations, the action requires the Personnel Policies and Practices Resolution No. 98-394 Appendices A and B to be amended;

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

- 1. The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B are amended to create the classifications of Community Engagement Program Manager and Legislative Program Manager with salary ranges as indicated below effective January 13, 2024:

<b>Classification Title: Community Engagement Program Manager</b>													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$52.628	\$55.522	\$58.576	\$61.798	\$65.196	\$68.456	\$71.879	14M07	02	P	8810	X	E	
\$4,210.25	\$4,441.80	\$4,686.08	\$4,943.80	\$5,215.70	\$5,476.48	\$5,750.32							
\$9,122	\$9,624	\$10,153	\$10,712	\$11,301	\$11,866	\$12,459							

\*Provided for information purposes only\*

<b>Classification Title: Legislative Program Manager</b>													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$52.628	\$55.522	\$58.576	\$61.798	\$65.196	\$68.456	\$71.879	14M08	02	P	8810	X	E	
\$4,210.25	\$4,441.80	\$4,686.08	\$4,943.80	\$5,215.70	\$5,476.48	\$5,750.32							
\$9,122	\$9,624	\$10,153	\$10,712	\$11,301	\$11,866	\$12,459							

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- The FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8440-Appropriation Unit CAO004) is amended to reallocate one (1) vacant 1.0 FTE Management Analyst III to one (1) 1.0 FTE Community Engagement Program Manager as indicated below effective January 13, 2024:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C31	Management Analyst III	0001	(1.0)	1.0
To	14M07	Community Engagement Program Manager	0001	1.0	1.0

- The FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) is amended to reallocate and approve the reclassification of one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Legislative Program Manager as indicated below effective January 13, 2024;

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C31	Management Analyst III	0002	(1.0)	0.0
To	14M08	Legislative Program Manager	0001	1.0	1.0

4. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this 9<sup>th</sup> day of January 2024, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams

NOES: None

ABSENT: None

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 order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting January 9, 2024.

Dated: January 16, 2024

File ID: RES 23-238

Agenda Item No.: 53

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



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Vicente Ramirez, Deputy