County of Monterey

Board Report

Item No.

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 26-122

August 18, 2026

Introduced: 8/6/2026
Version: 1

Current Status: Agenda Ready
Matter Type: BoS Resolution

Adopt a Resolution to:
a. Amend the FY 2026-27 County Administrative Office Adopted Budget (1001-105008) to approve the reallocation and reclassification of one (1) Management Analyst I to one (1) Management Analyst II and one (1) Management Analyst II to one (1) Management Analyst III as indicated in Attachment A, effective in the current pay period beginning August 22, 2026; and,
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2026-27 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:
It is recommended that the Board of Supervisors:
a. Amend the FY 2026-27 County Administrative Office Adopted Budget (1001-105008) to approve the reallocation and reclassification of one (1) Management Analyst I to one (1) Management Analyst II and one (1) Management Analyst II to one (1) Management Analyst III as indicated in Attachment A, effective in the current pay period beginning August 22, 2026; and,
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2026-27 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY:
The County Administrative Office's (CAO) Homelessness Strategies and Initiatives Division requests to reallocate two filled full-time positions to address increased workloads and expertise needed to manage complex contract and grant management needs. Approval of the recommended action would reallocate one filled Management Analyst I position to a Management Analyst II, and one filled Management Analyst II position to a Management Analyst III.

DISCUSSION:
Since the establishment of the CAO Homelessness Strategies and Initiatives Division, the responsibilities and operational demands of the office have expanded substantially. The Division has evolved from a developing coordination function into a complex countywide operation responsible for administering and overseeing multiple state funding sources, large-scale contracts, intergovernmental agreements, encampment resolution initiatives, program implementation, performance monitoring, and cross-departmental coordination.

This growth has resulted in increased administrative, fiscal, analytical, and compliance responsibilities related to grants, contracts, reporting requirements, and countywide initiatives. The duties assigned to the Management Analyst I and II positions now exceed the level of work originally contemplated under their current classifications. These positions now require a high degree of independent judgment, advanced analytical expertise, project leadership, interdepartmental coordination, and facilitation of complex initiatives involving multiple jurisdictions and community partners.

The positions play a critical role in contract oversight, grant administration, fiscal and programmatic reporting, regulatory compliance, project coordination, and implementation of key homelessness initiatives. Failure to align the classification of these roles with the level and complexity of the work required may create long-term challenges in maintaining continuity of operations and effectively administering the Division's expanding portfolio. The loss of institutional knowledge or a disruption in these functions could negatively affect project timelines, reporting accuracy, funding compliance, contract administration, and overall program efficiency.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:
The associated Requests to Classify (RTCs) for these positions have been reviewed and approved by the Human Resources Department.

FINANCING:
The associated positions are funded by the General Fund. The related salary and benefits increase for the County Administrative Office-Homelessness Strategies and Initiatives (1001-105008) for the remainder of FY 2026-27 is approximately $27,924. This cost is expected to be absorbed within the Department's existing Homeless Housing Assistance and Prevention (HHAP) grant administration appropriations.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:
The proposed recommended actions demonstrate the County's commitment in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

Mark a check to the related Board of Supervisors Strategic Plan Goals:

___ Well-Being and Quality of Life
___ Sustainable Infrastructure for the Present and Future
___ Safe and Resilient Communities
___ Diverse and Thriving Economy
_X_ Dynamic Organization and Employer of Choice

Link to the Strategic Plan:
<https://www.countyofmonterey.gov/home/showdocument?id=139569>

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Attachments:
Attachment A
Resolution