



Monterey County

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Board Report

Legistar File Number: WRAG 17-036

February 21, 2017

Introduced: 2/7/2017

Version: 1

Current Status: Agenda Ready

Matter Type: WR General Agenda

Approve and recommend that the Monterey County Water Resources Agency Board of Supervisors approve:

1. A change in classification for Ms. Alice G. Henault from Senior Secretary to Senior Secretary - Confidential; and
2. A 5% salary increase for Ms. Henault resulting from the change in classification, all effective December 15, 2016.

RECOMMENDATION:

It is recommended that the Monterey County Water Resources Agency Board of Directors approve and recommend that the Monterey County Water Resources Agency Board of Supervisors approve:

1. A change in classification for Ms. Alice G. Henault from Senior Secretary to Senior Secretary - Confidential; and
2. A 5% salary increase for Ms. Henault resulting from the change in classification, all effective December 15, 2016.

SUMMARY:

The Senior Secretary has reported directly to the Agency General Manager since December 15, 2016. Duties include, but are not limited to, the following:

1. Provision of principal secretarial support and provision of assistance to the General Manager in the performance of his duties.
2. Responsible for primary BOD/BOS Board Agenda preparation activities, e.g. Legistar.

The Senior Secretary reporting to the General Manager, processes Confidential Information related to activities of the General Manager. The aforesaid Confidential Information includes, but is not limited to, litigation, strategy materials, personnel issues and proposed actions; and, communications with Directors and Supervisors. Accordingly, the Senior Secretary title appropriate for reclassification is Senior Secretary-Confidential.

DISCUSSION:

The Agency's personnel assignments were required to be realigned due to changes in workload assignments, to wit:

1. The Interlake Tunnel and Spillway Modification Project activities will accelerate once the DWR Grant Agreement is fully executed. A DWR Grant Administrator is required. More

sophisticated public outreach is required i.e. informational articles, press releases. The General Manager will assume the duties of In-House Project Manager at the first of the year for the McMillen Jacobs engineering design effort as there is no Senior Engineer capability available without jeopardizing other Agency projects.

2. The Pajaro USACE Flood Control Project Lead for the Agency changed with the expiration of Bill Phillips' consulting contract, effective January 1, 2017. Project activities will increase in scope at the end of January with the release of the National Economic Development Plan. The General Manager will become the Project Lead with Brent Buche as alternate. No Senior Engineer capability is available without jeopardizing other Agency projects.

3. Agency involvement/interaction with the yet-to-be formed Groundwater Sustainability Agency needs to be determined. This required an Agency Task Force to plan required activities, prepare proposals to provide long-term services, and the procurement of outside consultant(s) to prepare the Groundwater Sustainability Plan.

4. It is the County Human Resources' position that it should support Agency HR needs in the same manner that it supports County Departments. That requires a shift to having County Human Resources deal directly with the Deputy General Managers and Finance Manager on Human Resources matters.

5. Better alignment of Position Description Duties with actual functions of the Administrative Services Assistant and the Senior Secretary is needed.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department assisted with the reclassification effort.

FINANCING:

There are sufficient funds in the Agency FY 2016-17 Fund 111 Budget to cover the pay increase of \$2.01 per hour.

Prepared and Approved by:

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