



# Monterey County

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## Board Report

Legistar File Number: RES 18-119

August 28, 2018

Introduced: 8/22/2018

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Resolution

- a. Adopt a resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant, as indicated in the attached Resolution and amend Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants as indicated in Attachment B;
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

### RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Adopt a resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant, as indicated in the attached Resolution and amend Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants as indicated in Attachment B;
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

### SUMMARY/DISCUSSION:

The Board of Supervisors submitted Referral number 2018.17 requesting to retitle the classifications of Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant. The requested change is intended to modernize the titles and more accurately reflect titles used when interacting with the public and the professional level support provided to the Board Offices.

Based on this, it is recommended that the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant be retitled to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant as indicated in the attached Resolution.

In addition, Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants is recommended to be amended to reflect the new titles of the classifications.

OTHER AGENCY INVOLVEMENT:

There was no other agency involvement.

FINANCING:

The proposed actions have no impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

Economic Development  
X Administration  
Health & Human Services  
Infrastructure  
Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, (831) 755-5353

Approved by: Irma Ramirez-Bough, Director of Human Resources, (831) 755-5446



Attachments:

Attachment A: Board of Supervisors Resolution

Attachment B: Amendments to Personnel Policies & Practices Resolution No. 98-394





- a) Appoint an employee to a permanent County position in the class of Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or in a lower paid class in the clerical class family.

All employees appointed by members of the Board of Supervisors, under the provisions of this article, shall serve at the pleasure of the Board member making said appointment and shall be exempt from the requirements of Section A.2.1 and A.4.1 through A.4.5.

All appointments made pursuant to this article shall terminate when the appointing Board member leaves office unless a vacancy occurs during the term of the Board member making the appointment, in which case the appointment shall continue until a new Board member has taken office or the Board of Supervisors provides otherwise for the filling of that Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or clerical assistant position.

- b) Appoint temporary employees at a salary rate not to exceed the seventh step of the salary range for the Board of Supervisors Legislative Analyst provided that in no case shall the total amount paid for temporary services exceed a full-time monthly equivalent of the seventh step of the salary range for Board of Supervisors Chief of Staff.
- c) Secure administrative or clerical services to be paid by claim provided that the hourly and monthly salary limits described in paragraph b) above are not exceeded.

A.38.2 Board Chairman Clerical Assistance

The Chairman of the Board may appoint additional temporary employees or secure additional services at a salary rate which in the aggregate, on an annual basis, will not exceed an amount equivalent to one-half (1/2) time of the annual seventh step salary of an Office Assistant II.

A.38.3 Board Aide Travel Expense

All persons paid for services under the provisions of this article shall be allowed reimbursement for actual and necessary mileage and travel expenses at the rates and under the conditions provided for in the County Travel Policy.

- 3. The Human Resources Department is hereby directed to implement the approved changes in the Advantage HRM System.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2018, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie S. 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\_\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

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

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

## ATTACHMENT B

### VI. EMPLOYEE / BARGAINING UNITS

#### Unit P

Unrepresented Board of Supervisor's ~~Secretaries~~ Executive Assistants as designated by the Board and the Administrative Officer.

#### A.38 BOARD OF SUPERVISORS STAFF ASSISTANTS

##### A.38.1 Board Member Staff Assistants

Each member of the Board of Supervisors may exercise any of the following options:

- a) Appoint an employee to a permanent County position in the class of ~~Principal Board Aide~~ Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or in a lower paid class in the clerical class family.

All employees appointed by members of the Board of Supervisors, under the provisions of this article, shall serve at the pleasure of the Board member making said appointment and shall be exempt from the requirements of Section A.2.1 and A.4.1 through A.4.5.

All appointments made pursuant to this article shall terminate when the appointing Board member leaves office unless a vacancy occurs during the term of the Board member making the appointment, in which case the appointment shall continue until a new Board member has taken office or the Board of Supervisors provides otherwise for the filling of that ~~Principal Board Aide~~ Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or ~~Clerical Assistant~~ position.

- b) Appoint temporary employees at a salary rate not to exceed the seventh step of the salary range for the Board of Supervisors Legislative Analyst ~~Board of Supervisors Aide~~ provided that in no case shall the total amount paid for temporary services exceed a full-time monthly equivalent of the seventh step of the salary range for ~~Principal Board Aide~~ Board of Supervisors Chief of Staff.
- c) Secure administrative or clerical services to be paid by claim provided that the hourly and monthly salary limits described in paragraph b) above are not exceeded.

##### A.38.2 Board Chairman Clerical Assistance

The Chairman of the Board may appoint additional temporary employees or secure additional services at a salary rate which in the aggregate, on an annual basis, will not exceed an amount equivalent to one-half (1/2) time of the annual seventh step salary of an Office Assistant II.

A.38.3 Board Aide Travel Expense

All persons paid for services under the provisions of this article shall be allowed reimbursement for actual and necessary mileage and travel expenses at the rates and under the conditions provided for in the County Travel Policy ~~is Resolution~~.