



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

#### Resolution No. 18-287

Upon motion of Supervisor Parker, seconded by Supervisor Adams and carried by those members present, the Board of Supervisors hereby:

- a. Adopted Resolution No.18-287 to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff 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 and as amended re-title Board of Supervisors Aide to Board of Supervisor Policy Analyst; and
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

PASSED AND ADOPTED on this 28th day of August 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker 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 81 for the meeting August 28, 2018.

Dated: August 28, 2018  
File ID: RES 18-119

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

Joel G. Pablo, Deputy



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

**Resolution No.: 18-287**

PPPR Control No. 18-008 )

HRM Control No. 18-007 )

Adopted Resolution No. 18-287 to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff 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 and as amended re-title Board of Supervisors Aide to Board of Supervisor Policy Analyst; and )
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system. )

WHEREAS the Board of Supervisors submitted Referral number 2018.17 to retitle the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant; and

WHEREAS, this change aims to modernize current classification titles to reflect the professional level support provided to the Board Offices; and

WHEREAS, the actions require the Personnel Policies and Practices Resolution No. 98-394 to be amended; NOW, THEREFORE,

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

1. Appendix B of Personnel Policies and Practices Resolution No. 98-394 is amended to retitle the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant classifications as indicated below:

From:	To:
Principal Board Aide	Board of Supervisors Chief of Staff
Board of Supervisors Aide	Board of Supervisors Policy Analyst
Board of Supervisors Administrative Assistant	Board of Supervisors Executive Assistant

2. Section VI Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants of Personnel Policies and Practices Resolution No. 98-394 is amended as indicated below:

VI. EMPLOYEE / BARGAINING UNITS

Unit P

Unrepresented Board of Supervisors 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 Board of Supervisors Chief of Staff, Board of Supervisors Policy 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 Policy 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 Policy 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 28th day of August 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker 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 81 for the meeting August 28, 2018.

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