



Monterey County

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Board Report

Legistar File Number: RES 18-144

October 16, 2018

Introduced: 10/10/2018

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Approve the request to amend the FY 2018-19 Adopted Budget for the Clerk of the Board's Office (Appropriation COB001, Department 1300, Unit 8020, Fund 001) to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated in Attachment A; and
- b. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of supervisors Adopt a Resolution to:

- a. Approve the request to amend the FY 2018-19 Adopted Budget for the Clerk of the Board's Office (Appropriation COB001, Department 1300, Unit 8020, Fund 001) to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated in Attachment A; and
- b. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Adopted Budget.

SUMMARY:

The Clerk of the Board's Office is requesting to amend the FY 2018-19 Adopted Budget to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position. The needs of the organization have changed, necessitating this request for the reallocation of the Senior Secretary vacant position.

These proposed actions will not change the total full-time equivalent (FTE) for the Department.

DISCUSSION:

The Clerk of the Board's Office reviewed positions that were recently vacated through retirement and resignation. The Human Resources Department determined the Senior Secretary reallocation to a Board of Supervisors Clerk is more appropriate in order to carry out the Clerk of the Board's critical workload and mandated services to internal and external customers and will promote cross-training, which is critical in a small office of (5) five.

After review of the tasks assigned to the Senior Secretary, it was apparent these tasks could be absorbed by all team members (i.e. mail, ordering supplies, issuing permits, filing, correspondence, request of records from storage, public records requests, etc.)

For these reasons, it is recommended that the Board of Supervisors adopt the Resolution.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved these proposed actions.

FINANCING:

Reallocation of the Senior Secretary to a Board of Supervisor Clerk will result in an annual cost increase of approximately \$7,728. The FY 2018-19 cost increase can be absorbed through salary savings from current vacant positions.

The Department will be reviewing contracts and promoting business re-engineering to streamline processes for cost saving which can then be used to sustain the position in future years. If unable to do so, an augmentation may be submitted for costs which cannot be absorbed in the future.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

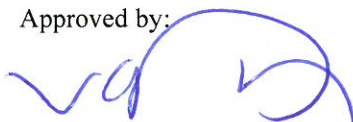
The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

☐ Economic Development
☒ Administration
☒ Human Resources
☒ Budget Office
☐ Health & Human Services
☐ Infrastructure
☐ Public Safety

Prepared by:

Irene Espinoza, Associate Human Resources Analyst, 755-5129

Approved by:



Valerie Ralph, Clerk of the Board, 755-5842

Attachments: Attachment A; Org Charts; Cost Analysis; Resolution

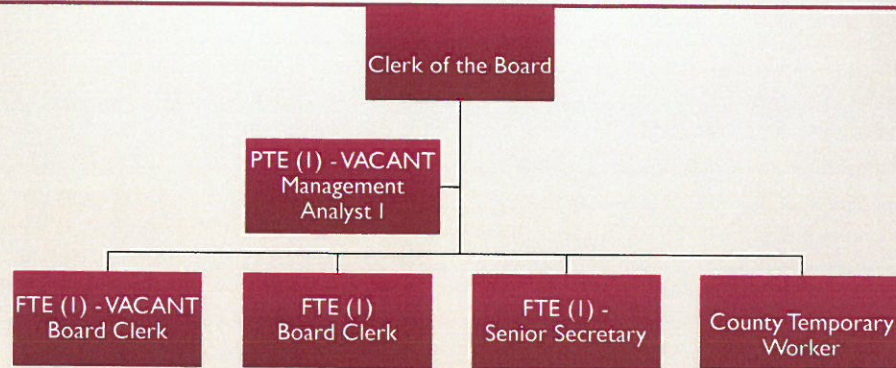
ATTACHMENT A

Clerk of the Board Department 1300

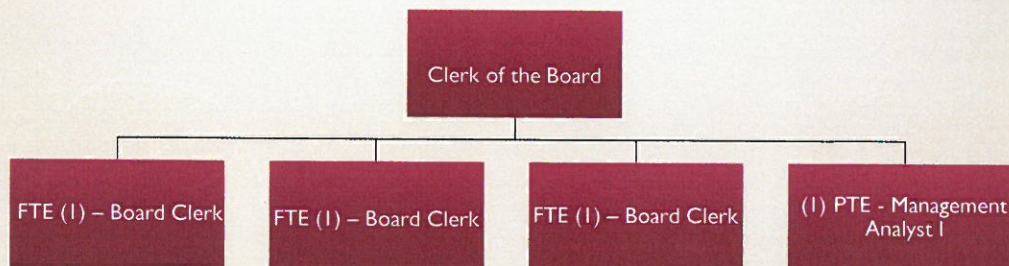
Reallocate Vacant Position

To/From	Unit	Class Code	Position Title	Beginning Total FTE	Position Increase/ Decrease	Revised Total FTE
From	1300	80A32	Senior Secretary	1.0	(1.0)	0
To	1300	80E83	Board of Supervisors Clerk	2.0	1.0	3.0

CURRENT ORGANIZATIONAL CHART CLERK OF THE BOARD DEPARTMENT - 2018



PROPOSED ORGANIZATIONAL CHART CLERK OF THE BOARD DEPARTMENT - 2018



10/11/2018

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

Resolution No.

Adopt a Resolution to:

- a. Approve the request to amend the FY 2018-19 Adopted Budget for the Clerk of the Board's Office (Appropriation COB001, Department 1300, Unit 8020, Fund 001) to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated in Attachment A; and
- b. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Adopted Budget.

WHEREAS, the organizational needs and structure of the Clerk of the Board Department have changed necessitating a review of positions;

WHEREAS, the recommendations resulting from the review of positions led to this request to reallocate positions; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Supervisors does hereby:

- a. Amend the FY 2018-19 Clerk of the Board Department budget, Appropriation Unit 001, Budget Unit 1300- Service Delivery to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated below;

To/Fro m	Unit	Class Code	Position Title	Beginning Total FTE	Position Increase/ Decrease	Revised Total FTE
From	1300	80A32	Senior Secretary	1.0	(1.0)	0
To	1300	80E83	Board of Supervisors Clerk	2.0	1.0	3.0

- b. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Budget.

PASSED AND ADOPTED upon motion of Supervisor _____, seconded by Supervisor _____ and carried this ____ day of _____, _____ by the following vote, to wit:

AYES:
NOES:
ABSENT:

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 Minute Book.____ for the meeting on _____.

Dated:
File Number:

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

By: _____
Deputy