

ATTACHMENT “A”

MONTEREY COUNTY BOARD OF SUPERVISORS

- a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to create the classification and associated salary range of Legal Secretary III

Create Classification and Associated Salary Range

Classification Title: Legal Secretary III							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$24.728	\$26.088	\$27.523	\$29.036	\$30.633	\$32.165	\$33.773	80B26	17	PP	8810	J	N
\$1,978.23	\$2,087.02	\$2,201.80	\$2,322.90	\$2,450.65	\$2,573.18	\$2,701.84						
\$4,286	\$4,522	\$4,771	\$5,033	\$5,310	\$5,575	\$5,854						

*provided for information purposes only

- b. Reallocate 5.0 FTE Legal Secretary Confidential and 2.0 FTE Senior Legal Secretary Confidential positions to 7.0 FTE Legal Secretary III positions in the office of County Counsel Unit 1210-8057-001-COU005

Reallocate Positions – Unit 1210-8057-001-COU005

From/To		Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80B98	Legal Secretary-Confidential	0001 0002 0003 0004 0005	(5.0)	0.0
To	80B26	Legal Secretary III	0001 0002 0003 0004 0005	5.0	5.0

From/To		Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	80B99	Senior Legal Secretary-Confidential	0001 0003	(2.0)	0.0
To	80B26	Legal Secretary III	0006 0007	2.0	2.0