

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

PPPR No. 19-014  
HRM No. 19-014

Resolution No.:

- a. 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, as indicated in Attachment A; and
- b. Approve to 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, as indicated in Attachment A; and
- c. Approve to reclassify 6.0 FTE Legal Secretary Confidential to 6.0 FTE Legal Secretary III classifications in the office of County Counsel Unit 1210-8057-001-COU005, effective December 21, 2019; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

WHEREAS, Monterey County Human Resources Department (HRD) contracted the independent consulting firm of Koff and Associates to conduct a classification and compensation study of the Legal Secretary-Confidential and Senior Legal Secretary-Confidential classifications in the County Counsel's office; and

WHEREAS, the findings of the classification study determined that a new classification of Legal Secretary III be created; and

WHEREAS, it is recommended that the Legal Secretary-Confidential and Senior Legal Secretary Confidential positions be reallocated, and the incumbents be reclassified, to Legal Secretary III; and

WHEREAS, the findings of the compensation study determined that the salary of the Legal Secretary III be set at \$4286 - \$5854/monthly based on the labor market findings; and

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

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

1. Appendices A and B of the Personnel Policies and Practices Resolution (PPPR) No., 98-394 are amended to create the classification and associated salary range of Legal Secretary III, as indicated below; and

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

2. 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, is approved as indicated below; and

#### 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

3. Reclassify 6.0 FTE Legal Secretary Confidential to 6.0 FTE Legal Secretary III classifications in the office of County Counsel Unit 1210-8057-001-COU005 is approved, and
4. The County Administrative Office and the Auditor-Controller are directed to incorporate

the approved position changes in the FY 2019-20 Adopted Budget and the Human Resources Department is directed to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2019, 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