

MONTEREY COUNTY BOARD OF SUPERVISORS
County of Monterey, State of California

Resolution No.:

- a. Amend the FY 2019-20 Assessor's Department)
Adopted Budget (001-1180-8003-ACR001))
to add one (1) 1.0 FTE Supervising Office)
Assistant I, as indicated below; and)
- b. Authorize the County Administrative Office to)
incorporate the position changes in the FY)
2019-20 Adopted Budget.)

WHEREAS, the Assessor's office receives and processes over 15,000 recorded documents annually; and

WHEREAS, 1,200 Change of Ownership (COO) events are processed by a Sr. Property Transfer Clerk, who is required to prepare State mandated quarterly reports, work with attorneys, leases, and unrecorded agreements that require additional dedicated time; and

WHEREAS, the COO division was led by an Appraiser III, who was responsible for performing more complex exclusion application determination; and

WHEREAS, in 2013, the Appraiser III resigned, and this void created additional workload and technological changes that impacted the COO workload for existing staff; and

WHEREAS, the COO staff requires supervisory support when making complex exclusion and/or reappraisal determination; and

WHEREAS, the Assessor's Department is requesting to add a Supervising Office Assistant I for the COO division; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors, in and for the County of Monterey, hereby approve the following:

- a. Amending the FY 2019-20 Assessor's Department Adopted Budget (001-1180-8003-ACR001) to add one (1) 1.0 FTE Supervising Office Assistant I, as indicated below; and

Title Code	Title Description	Position Number	Beginning FTE by Title	Position Increase/ Decrease	Revised Total FTE by Classification
80E81	Supervising Office Assistant I	0002	1.0	1.0	2.0

b. Authorizes the County Administrative Office to incorporate the position changes in the FY 2019-20 Adopted Budget.

PASSED AND ADOPTED on this _____ day of _____, 2020, 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