



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066  
www.co.monterey.ca.us

### Board Order

A motion was made by Supervisor John M. Phillips, seconded by Supervisor Mary L. Adams to:

Adopted Resolution No. 20-053 to:

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Supervising Office Assistant I (80E81); and
- b. Authorize the County Administrative Office to incorporate the position changes in the FY 2019-20 Adopted Budget.

PASSED AND ADOPTED on this 3<sup>rd</sup> day of March 2020, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Lopez, Parker and Adams

NOES: None

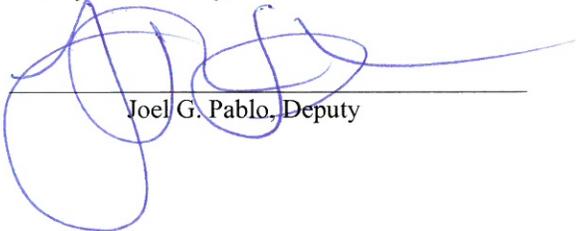
ABSENT: None

(Government Code 54953)

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 82 for the meeting March 3, 2020.

Dated: March 3, 2020  
File ID: RES 20-020  
Agenda Item No.: 23

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.: 20-052**

- a. Amend the Assessor’s Department Budget (1180- )  
ACR001-8003) to add one (1) Supervising Office )  
Assistant I (80E81); 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 3<sup>rd</sup> day of March 2020, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Lopez, Parker and Adams

NOES: None

ABSENT: None

(Government Code 54953)

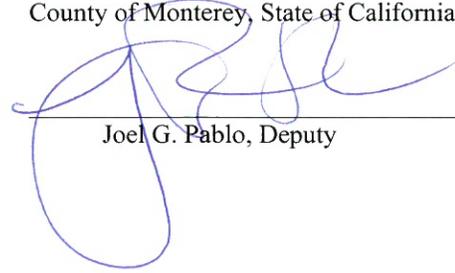
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