



Legislation Details (With Board Report)

File #:	RES 22-036	Name:	Probation Reallocate MA II to APA
Type:	BoS Resolution	Status:	Passed - Human Resources Department
File created:	2/1/2022	In control:	Board of Supervisors
On agenda:	2/8/2022	Final action:	2/8/2022

Title: Adopt a Resolution to:

- a) Amend the FY 2021-22 Probation Department-Administration Budget 2550-8167-Fund 001 Appropriation Unit PRO001 to reallocate one (1) Management Analyst II to one (1) Associate Personnel Analyst as indicated in Attachment A;
- b) Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 34, 5. Completed Resolution Item No. 34

Date	Ver.	Action By	Action	Result
2/8/2022	1	Board of Supervisors	adopted - human resources department	Pass

Adopt a Resolution to:

- a) Amend the FY 2021-22 Probation Department-Administration Budget 2550-8167-Fund 001 Appropriation Unit PRO001 to reallocate one (1) Management Analyst II to one (1) Associate Personnel Analyst as indicated in Attachment A;
- b) Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a Resolution to:

- c) Amend the FY 2021-22 Probation Department-Administration Budget 2550-8167-Fund 001-Appropriation Unit PRO001 to reallocate one (1) Management Analyst II to one (1) Associate Personnel Analyst as indicated in Attachment A;
- d) Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

SUMMARY/DISCUSSION:

Historically, the departmental human resources function for the Probation Department has been performed by an incumbent in the Management Analyst II classification. Over the years, the Human Resources Department has recommended reallocating the position to an Associate Personnel Analyst to more accurately classify the duties being performed.

The Probation Department submitted a Request to Classify (RTC) to right size the position. The Human Resources Department reviewed the RTC and finds the duties are more appropriately classified as an Associate Personnel Analyst and recommends reallocating the Management Analyst II to an Associate Personnel Analyst to more accurately reflect the classification and duties performed.

OTHER AGENCY INVOLVEMENT:

The Probation Department has reviewed and concurs with the recommendation.

FINANCING:

The salary and benefits increase for the Probation Department-Administration Budget 2550-8167-Fund 001-Appropriation Unit PRO001 for the remainder of FY 2021-22 is approximately \$3,332 or \$8,664 annually and will be absorbed in the Department's existing appropriations. There is no financial impact to the FY 2021-22 General Fund Contribution. The future fiscal year costs for this change will be requested through the corresponding annual budget process.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources

Approved by: Irma Ramirez-Bough, Director of Human Resources

Approved by: Todd Keating, Chief Probation Officer

Attachment:

Attachment A
Resolution