



Legislation Details (With Board Report)

**File #:** RES 20-195      **Name:** Adopt Resolution to Amend the FY 2020-21 Workforce Development Board Adopted Budget

**Type:** BoS Resolution      **Status:** Passed - Workforce Investment Board

**File created:** 11/2/2020      **In control:** Board of Supervisors

**On agenda:** 11/17/2020      **Final action:** 11/17/2020

**Title:** Adopt Resolution to:  
 a. Amend the FY 2020-21 Workforce Development Board Adopted Budget (021-1050-8478 CAO030) to reallocate one (1) 1.0 FTE Management Analyst I to one (1) 1.0 FTE Management Analyst II, as indicated in Attachment A; and  
 b. Authorize the Auditor Controller and the County Administrative Office to incorporate the position reallocation in the FY 2020-21 Adopted Budget

**Sponsors:** Workforce Development Board

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A Reallocated Position, 3. Attachment B Draft Resolution, 4. REVISED Item No. 44 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
11/17/2020	1	Board of Supervisors		

Adopt Resolution to:  
 a. Amend the FY 2020-21 Workforce Development Board Adopted Budget (021-1050-8478 CAO030) to reallocate one (1) 1.0 FTE Management Analyst I to one (1) 1.0 FTE Management Analyst II, as indicated in Attachment A; and  
 b. Authorize the Auditor Controller and the County Administrative Office to incorporate the position reallocation in the FY 2020-21 Adopted Budget

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:  
 a. Amend the FY 2020-21 Workforce Development Board Adopted Budget (021-1050-8478 CAO030) to reallocate one (1) 1.0 FTE Management Analyst I to one (1) 1.0 FTE Management Analyst II, as indicated in Attachment A; and  
 b. Authorize the Auditor Controller and the County Administrative Office to incorporate the position reallocation in the FY 2020-21 Adopted Budget

SUMMARY/DISCUSSION:

The Workforce Development Board (WDB) is requesting a reallocation of a Management Analyst I to a Management Analyst II.

The recommended change will provide the Workforce Development Board with the appropriate level of resources to manage day-to-day operations and improve efficiencies. The Workforce Development Board currently operates with the support of one Management Analyst II and one Management Analyst III (recently hired). Due to the increasing acquisition of additional federal/state grants and services in recent years, the department has experienced a need for both operational and personnel shifts. As a result, the Workforce Development Board has responded to the need for increases in staffing size to ensure adequate oversight of new

and existing areas. Additionally, because of the complexity of the positions themselves, duties and tasks that were previously completed by existing staff positions now require application at more advanced levels to maintain overall business in response to constant changes in mandated service requirements.

This reallocation request is supported by a Request to Classify approved by the Human Resources Department

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

There is no impact on the Monterey County General Fund as WIOA activities are fully financed by federal funds.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the reallocation of the Management Analyst I to Management Analyst II position will promote:

- √ Administration: Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency

Prepared by: Elizabeth Kaylor, Management Analyst II, 5385

Approved by: Christopher Donnelly, Executive Director, 6644

Attachments:

Attachment A - Reallocated Position

Attachment B - Draft Resolution