



## Legislation Details (With Board Report)

**File #:** RES 20-133      **Name:** Classification Economic Development Manager  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 8/12/2020      **In control:** Board of Supervisors  
**On agenda:** 8/18/2020      **Final action:** 8/18/2020

**Title:** Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Economic Development Manager as indicated in Attachment A; and  
b. Amend the County Administrative Office Budget 1050-CAO038 Unit 8514 to reallocate one (1) Management Analyst III to one (1) Economic Development Manager as indicated in Attachment A; and  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution Economic Dev Manager, 3. Attachment A - Econ Dev Mg, 4. Item No. 35 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
8/18/2020	1	Board of Supervisors	adopted - human resources department	Pass

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**RECOMMENDATION:**

It is recommended that the Board of Supervisors take the following actions:

Adopt a Resolution to:

a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Economic Development Manager as indicated in Attachment A; and  
b. Amend the County Administrative Office Budget 1050-CAO038 Unit 8514 to reallocate one (1) Management Analyst III to one (1) Economic Development Manager as indicated in Attachment A; and  
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**SUMMARY/DISCUSSION:**

On July 28, 2020 the County Administrative Office presented a report by Citygate Associates, LLC (Citygate) which recommended a re-organization of the Resource Management Agency. The Board of Supervisors accepted the report and directed staff to implement the recommendations as appropriate.

While Citygate’s scope did not include a comprehensive review of the County’s economic development functions, Citygate recognizes that currently, housing and economic development functions as a single unit. In Citygate’s experience, the most successful local government economic development activities focus on developing policies that promote business attraction, business growth, and business retention, with a focus on private-sector job creation through collaboration with existing private sector businesses and private sector industry and trade organizations.

With this strong policy focus, Citygate recommends that the County retain the economic development functions in the County Administrator’s Office. Citygate also understands that the Management Analyst III position is vacant, and this position served as the economic development lead. To elevate the profile of the County’s economic development, Citygate recommends the County create an Economic Development Manager and reallocate the Management Analyst III.

The Human Resources Department (HRD) conducted a classification/wage study and in accordance with the County Compensation Philosophy, there were sufficient matches to provide a market-based salary recommendation. Therefore, HRD recommends creating the classification of Economic Development Manager and establishing the salary as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations.

FINANCING:

Reallocation of the position will result in estimated additional costs of \$52,771 per fiscal year. Since there are vacant positions in the unit, additional costs for FY 2020-21 will be covered by salary savings generated by those vacancies. However, in FY 2021-22 this additional cost will have to be addressed as part of the 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

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Attachments:  
Attachment A  
Resolution