



Legislation Details (With Board Report)

**File #:** RES 21-142      **Name:** CAO Data Entry Operator II Reclassification  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 7/30/2021      **In control:** Board of Supervisors  
**On agenda:** 8/24/2021      **Final action:** 8/24/2021  
**Title:** Adopt a resolution to:  
a. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of one (1) Data Entry Operator II to one (1) Buyer I 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 and Resolution Item No. 47

Date	Ver.	Action By	Action	Result
8/24/2021	1	Board of Supervisors	adopted - human resources department	Pass

Adopt a resolution to:  
a. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of one (1) Data Entry Operator II to one (1) Buyer I 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:  
a. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of one (1) Data Entry Operator II to one (1) Buyer I 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.

**SUMMARY/DISCUSSION:**

The Human Resources Department conducted a classification study of the Data Entry Operator II position in the County Administrative Office - Fleet Administration. The objective of the study was to determine if the position is appropriately classified, and if not, to recommend a classification and salary that accurately reflects the duties currently assigned to the incumbent.

The classification study was conducted and found the incumbent is performing duties related to new vehicle purchase and registrations, coordination of the vehicle surplus auction program, fuel monitoring and general accounting duties. The analysis indicates the Data Entry Operator II classification no longer aligns

with the duties and responsibilities the incumbent is currently performing. Given the duties, responsibilities and the unique and specialized complexity of the work performed, it was determined the most appropriate classification within the County classification system is Buyer I.

Therefore, it is recommended the position be reallocated and the incumbent reclassified to the classification of Buyer I.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the County Administrative Office concurs with the recommendation. SEIU Local 521 has been apprised of the classification study and concurs with the recommendation.

FINANCING:

The increased cost of salary and benefits is estimated at \$3,124 annually and will be absorbed within the FY 2021-22 County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025.

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