

County of Monterey

Legislation Details (With Board Report)

File #:	22-197	Name:			
Туре:	General Agenda Item	Status:	Passed		
File created:	2/25/2022	In control:	Board of Supervisors		
On agenda:	3/8/2022	Final action:	3/8/2022		
Title:	 a. Authorize amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated in Attachment A; and b. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget, and 				
	2021-22 Budget, and the Co	ounty Administrative			
Sponsors:	2021-22 Budget, and the Co	ounty Administrative			
Sponsors: Indexes:	2021-22 Budget, and the Co	ounty Administrative			
•	2021-22 Budget, and the Co	ounty Administrative			

Date	Ver.	Action By	Action	Result
3/8/2022	1	Board of Supervisors	approved	Pass

a. Authorize amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated in Attachment A; and

b. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget, and

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated in Attachment A; and
- Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget, and

SUMMARY:

Mail Operations would like to reclassify:

• Reclassify the open Mail Clerk position to that of the higher-class position of Courier. The broader range of duties of the Courier will enhance the flexibility of the Mail Operations unit.

The position has been reviewed and approved by the Human Resources Department and Budget Committee.

DISCUSSION:

The reclassification of the vacant position enables the Unit to be me more flexible and efficient in the execution of its programs. The timely distribution of County mail services will be supported more fully with this re-allocation.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department reviewed and approved the Request to Reclassify and concurs with the

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recommendation. The Budget Committee received and supported this action on February 24, 2022

FINANCING:

The reclassified position has an annualized cost increase totaling \$14,960. The department will absorb the increase in its current year budget and incorporate the change during the budget process starting in FY 2022-23. No increased funding or appropriations are needed at this time to support the recommendation.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This position re-allocation supports the Board of Supervisors Initiative of Administration in creating efficiency and value within the Unit.

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development X Administration Health & Human Services Infrastructure Public Safety

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Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

Attachments: A