

team members (i.e. mail, ordering supplies, issuing permits, filing, correspondence, request of records from storage, public records requests, etc.)

For these reasons, it is recommended that the Budget Committee support these proposed actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved these proposed actions.

FINANCING:

Reallocation of the Senior Secretary to a Board of Supervisor Clerk will result in an annual cost increase of approximately \$7,728. The FY 2018-19 cost increase can be absorbed through salary savings from current vacant positions.

The Department will be reviewing contracts and promoting business re-engineering to streamline processes for cost saving which can then be used to sustain the position in future years. If unable to do so, an augmentation may be submitted for costs which cannot be absorbed in the future.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

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

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Attachments: Attachment A; Org Charts; Cost Analysis