



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 17-0060, **Version:** 1

Adopt a Resolution to:

- a. Approve reclassification of one (1) FTE Public Service Aide II (80T02) to one (1) FTE Office Assistant II (80E21) in the Department of Social Services Unit 001-5010-SOC005-8262, effective January 21, 2017 as advised by Human Resources; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the Public Service Aide I (80T01) and Public Service Aide II (80T02) classifications as indicated in the attached Resolution; and
- c. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve reclassification of one (1) FTE Public Service Aide II (80T02) to one (1) FTE Office Assistant II (80E21) in the Department of Social Services Unit 001-5010-SOC005-8262, effective January 21, 2017 as advised by Human Resources; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the Public Service Aide I (80T01) and Public Service Aide II (80T02) classifications as indicated in the attached Resolution; and
- c. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

Monterey County Human Resources Department completed a study of the Public Service Aide II in the Department of Social Services. The findings of the study determined that the current classification of Public Service Aide II no longer reflects the duties or scope of responsibility performed by the incumbent in this position at the Seaside branch of the Department of Social Services. The incumbent is responsible for performing File Clearance duties approximately 90 percent of the time, with other duties including assisting customers via telephone or in person at the front counter. The reclassification of the incumbent to an Office Assistant II will appropriately reflect the duties and scope of work performed by the incumbent and properly aligns the incumbent with other Office Assistant II positions in the Salinas and King City branches who also perform File Clearance duties as a preponderance of their work.

The incumbent is currently under-filling a budget Office Assistant II allocation; therefore a reallocation of position is not necessary.

Further, it is recommended that the Public Service Aide I (80T01) and Public Service Aide II (80T02) classifications be abolished as there are no other incumbents in these classifications and they no longer serve the needs of Monterey County.

OTHER AGENCY INVOLVEMENT:

CPS HR, as the reviewing agency for Merit Systems has reviewed and supports the proposed class study recommendations. The Service Employees International Union (SEIU) Local 521 was notified and concurs with the class study recommendations.

FINANCING:

The proposed actions are expected to have an annualized fiscal increase of \$2,709 and an increase of \$1,242 in the current FY 2016-17. Department of Social Services is able to absorb the increased costs within their existing budget and the increased costs are sustainable in future years. Approval of this action has no impact on Social Services County General Fund contributions.

Prepared by: Margarita Arista, Senior Personnel Analyst, 5372

Approved by: Irma Ramirez-Bough, Director of Human Resources, 5043

Attachments:
Resolution