



County of Monterey

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

Board Report

File #: 12-1145, **Version:** 1

- a. Amend the Office of County Counsel Budget Unit 1210-8057 to reallocate one (1.0) FTE Senior Legal Secretary-Confidential to one (1.0) FTE Administrative Secretary-Confidential; and
- b. Direct the County Administrative Office to incorporate the approved changes into the FY 2012-13 adopted budget

RECOMMENDATION:

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

- a. Amend the Office of County Counsel Budget Unit 1210-8057 to reallocate one (1.0) FTE Senior Legal Secretary-Confidential to one (1.0) FTE Administrative Secretary--Confidential; and
- b. Direct the County Administrative Office to incorporate the approved changes into the FY 2012-13 adopted budget.

SUMMARY/ DISCUSSION:

The Senior Legal Secretary-Confidential position assigned to perform secretarial job duties for the County Counsel, Chief Assistant County Counsel, and Senior Deputy County Counsel (management) staff has evolved and assumed primary responsibility for direct support of and acts in a confidential role to these executive managers.

This position performs complex secretarial work of considerable difficulty, and provides general office management. This position maintains a close working relationship with these managers and has regular access to sensitive and confidential information and material. The high level of responsibility associated with supporting these managers is most appropriately assigned to an Administrative Secretary-Confidential.

It is also typical for executive management staff to have such a position to assist them to more efficiently perform their job responsibilities.

For these reasons, it is recommended that your Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify form and concurs with the recommendation of the classification.

FINANCING:

For FY 2012-13, the additional cost associated with the reallocation of the position is estimated at \$1,864 and an annual cost of \$3,230 thereafter. This cost will be absorbed in the County Counsel Budget Unit 1210-8057 budget.

Prepared by: Ariana Viveros, Associate Personnel Analyst
Approved by: Charles McKee, County Counsel

Attachments:
Attachment A