



# County of Monterey

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

## Board Report

**File #: 12-747, Version: 1**

- a. Amend the Department of Social & Employment Services (DSES) Budget Unit Budget Unit 5010-SOC005-8262, to reallocate one (1) FTE vacant Office Assistant II to one (1) FTE Warehouse Worker; and
- b. Authorize the County Administrative Office and the Auditor/Controller to incorporate the changes into the FY 2012-13 5010- SOC005-8262 adopted budget to reflect the change in position counts as indicated in the attached Board Order

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Department of Social & Employment Services (DSES) Budget Unit Budget Unit 5010-SOC005-8262, to reallocate one (1) FTE vacant Office Assistant II to one (1) FTE Warehouse Worker; and
- b. Authorize the County Administrative Office and the Auditor/Controller to incorporate the changes into the FY 2012-13 5010- SOC005-8262 adopted budget to reflect the change in position counts as indicated in the attached Board Order

CLASSIFICATION TITLE	CLASS CODE	FTE CHANGES	REVISED FTE TOTAL
Office Assistant II	80E21	(1.0)	90.0
Warehouse Worker	70F79	1.0	2.0
<b>TOTAL:</b>		<b>0.0</b>	

### SUMMARY/DISCUSSION:

The department warehouse has grown substantially and receives large amounts of client records, forms and supplies for storage. The current staffing levels are not able to respond adequately to meet department customer needs. A position is needed to receive, store, inventory and deliver department records and supplies to the numerous department locations and warehouse.

Additionally, due to a shortfall in Workforce Investment Act funding, the Board took an action on July 24, 2012, to issue layoff notices in the Office of Employment and Training (OET). Included in the proposed layoffs is one filled Senior Storekeeper position. The department believes that this reallocation will help the department meet its ongoing needs within the warehouse while providing an opportunity for a displaced worker.

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

### OTHER AGENCY INVOLVEMENT:

Merit System Services and Human Resources Department were consulted and concur with this recommendation.

### FINANCING:

For FY 2012-13, the additional cost associated with the reallocation of the position is estimated at \$4,855, and an annual cost of \$5,826 thereafter. This cost will be absorbed by DSES SOC005-8262 budget. Sufficient appropriations and estimated revenues in SOC005 are included in the FY 2012-13 Adopted Budget to

accommodate this change. Approval of this action has no additional impact on the County General Fund.

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Approved by: Elliott Robinson, Director, 4434