



County of Monterey

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

Board Report

File #: 16-092, **Version:** 1

Adopt Resolution to:

- a. Amend the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget to Approve Reallocation/Reclassification as Indicated by Position Numbers in the Attached Resolution;
- b. Authorize the Auditor-Controller to Incorporate the Approved Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget;
- c. Direct the County Administrative Office to Incorporate the Approved Position Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget; and
- d. Direct the Human Resources Department to Implement the Changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt Resolution to:

- a. Amend the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget to Approve Reallocation/Reclassification as Indicated by Position Numbers in the Attached Resolution;
- b. Authorize the Auditor-Controller to Incorporate the Approved Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget;
- c. Direct the County Administrative Office to Incorporate the Approved Position Changes in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget; and
- d. Direct the Human Resources Department to Implement the Changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

The Records Retention Department at Natividad Medical Center (NMC) is responsible for the management of retrieval and storage of records for the hospital.

The NMC Human Resources Administrator requested a classification study to determine if the current duties being performed by the incumbent Principal Office Assistant are appropriately classified within the County's structure.

The classification study identified a key element within the distinguishing characteristics of the Principal Office Assistant classification that is no longer applicable to the position in the Records Retention Department. The Principal Office Assistant classification participates in the work of the assigned clerical unit and does not have full supervisory responsibilities over the work of the unit as the primary job function. In the findings report, it was determined that the primary job function of the incumbent studied was supervisory in nature. Upon completion of the classification study, the findings report recommended the reclassification of one incumbent, a Principal Office Assistant, to a Supervising Office Assistant I in recognition of the growth of the department and the change in scope, nature and supervision exercised and received by the incumbent.

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

OTHER AGENCY INVOLVEMENT:

The Monterey County Human Resources Department has reviewed the class study and recommendation.

FINANCING:

The annualized increase as a result of this action is approximately \$3,798.08, which was included in the Natividad Medical Center (Unit 9600) FY 2015-16 Adopted Budget. This action does not impact the General Fund.

Prepared by: Janine Bouyea, Human Resources Administrator, 783-2701

Approved by: Gary R. Gray, DO, Chief Executive Officer, 783-2504

Attachments:

Resolution Reclass POA-Records Retention Department

Attachments on file with the Clerk of the Board