



# County of Monterey

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

## Board Report

---

**File #:** 13-0491, **Version:** 1

---

Approve the reclassification of one (1) FTE Senior Secretary-Confidential and one (1) FTE Supervising Clerk I -Confidential to two (2) FTE Personnel Technician - Confidential in the Human Resources Department.

### RECOMMENDATION:

It is recommended that effective June 1, 2013, the Board of Supervisors approve the reclassification of one (1) FTE Senior Secretary-Confidential and one (1) FTE Supervising Clerk I-Confidential to two (2) FTE Personnel Technician - Confidential in the Human Resources Department.

### SUMMARY/DISCUSSION:

The Human Resources Department requested a classification study be conducted on one Senior Secretary-Confidential and one Supervising Clerk I- Confidential in order to determine if the current classifications were appropriate for the work currently assigned and performed by the incumbents. With the implementation of the County's Enterprise Resource Planning system (Advantage HRM) the duties performed by several staff within the Human Resources Department have changed significantly. Duties previously performed by payroll staff of the Auditor-Controller's office have shifted to the Human Resources Department including the maintenance of employee information and control and management of positions (position control). In addition, staff has been tasked with providing front line support and training to internal users. The classification study conducted found that both incumbents are working in the capacity of Personnel Technician-Confidential and that the duties performed are required on a permanent basis for the on-going support of the Advantage HRM/Payroll system.

Current staffing levels within the Human Resources Department do not permit the duties currently being performed by these positions to be reassigned. Therefore, it is recommended that one (1) Senior Secretary-Confidential FTE and one (1) Supervising Clerk- Confidential FTE be reclassified to two (2) Personnel Technician- Confidential FTEs in order to provide the Human Resources Department the ability to continue to provide organizational support to the Advantage HRM system.

### OTHER AGENCY INVOLVEMENT:

The Director of Human Resources has reviewed and approved the classification study recommending the above action.

### FINANCING:

Funding is available in the approved FY 2012-13 Budget and budgeted in the FY 2013-14 Recommended Budget.

Prepared by: Ariana Viveros, Associate Personnel Analyst, Ext. 5638

Approved by: James E. May, Director of Human Resources, Ext. 5129