



# County of Monterey

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

## Board Report

---

**File #: 22-197, Version: 1**

---

- a. Authorize amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated in Attachment A; and
- b. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget, and

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Authorize amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated in Attachment A; and
- b. Authorize the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget, and

**SUMMARY:**

Mail Operations would like to reclassify:

- Reclassify the open Mail Clerk position to that of the higher-class position of Courier. The broader range of duties of the Courier will enhance the flexibility of the Mail Operations unit.

The position has been reviewed and approved by the Human Resources Department and Budget Committee.

**DISCUSSION:**

The reclassification of the vacant position enables the Unit to be more flexible and efficient in the execution of its programs. The timely distribution of County mail services will be supported more fully with this re-allocation.

**OTHER AGENCY INVOLVEMENT:**

The Human Resources Department reviewed and approved the Request to Reclassify and concurs with the recommendation. The Budget Committee received and supported this action on February 24, 2022

**FINANCING:**

The reclassified position has an annualized cost increase totaling \$14,960. The department will absorb the increase in its current year budget and incorporate the change during the budget process starting in FY 2022-23. No increased funding or appropriations are needed at this time to support the recommendation.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

*This position re-allocation supports the Board of Supervisors Initiative of Administration in creating efficiency and value within the Unit.*

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development

- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Richard Buell, Fleet Manager ext. 4984

Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

Attachments: A