



# County of Monterey

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

## Board Report

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**File #:** RES 19-103, **Version:** 1

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- a. Approve reclassification and reallocation of one (1) Office Assistant III (80E22) and one (1) Office Assistant II (80E21) to one (1) Senior Account Clerk (80J22) and one (1) Account Clerk (80J21) in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013, as indicated in the attached Resolution, effective July 6, 2019;
- b. Authorize Auditor-Controller to incorporate the approved changes in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013 FY2019-20 Adopted Budget;
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

### RECOMMENDATION:

- a. Approve reclassification and reallocation of one (1) Office Assistant III (80E22) and one (1) Office Assistant II (80E21) to one (1) Senior Account Clerk (80J22) and one (1) Account Clerk (80J21) in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013, as indicated in the attached Resolution, effective July 6, 2019;
- b. Authorize Auditor-Controller to incorporate the approved changes in the Resource Management Agency-Administration, Unit 001-3000-8222-RMA013 FY2019-20 Adopted Budget;
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

### SUMMARY/DISCUSSION:

Monterey County Human Resources Department (HRD) completed a study of the Office Assistant III and Office Assistant II positions where the two incumbents are assigned to the Resource Management Agency (RMA)-Administration where they provide Accounts Payable and Receivable support to the Parks division. The findings of the study determined that the current classification of Office Assistant III and Office Assistant II no longer reflects the duties or scope of responsibility performed by the incumbents in their positions. Over time due to organizational changes, budget impacts and reduced staffing, the incumbents have assumed higher-level duties, where they provide Accounts Payable and Receivable support to Parks, that are consistent with the Senior Account Clerk and Account Clerk classifications. It is therefore recommended that the two incumbents be reclassified to a Senior Account Clerk and Account Clerk.

On June 24, 2019, HRD notified SEIU local #521 regarding the classification study and the recommendation regarding the represented employees.

### OTHER AGENCY INVOLVEMENT:

The RMA has reviewed and supports the proposed class study recommendations.

### FINANCING:

The proposed actions are expected to have an annualized fiscal increase of \$6,487 in the current FY 2019-20. The RMA will absorb the increased costs within the existing budget, and the increased costs are sustainable in future years. Approval of this action has no impact on RMA general fund contributions.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Approval of these recommendations will allow RMA to compensate the incumbent employees comparable to their peers performing similar job duties. The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board initiatives by attracting, recruiting and retaining a diverse, talented work force that supports the mission of Monterey County.

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

Prepared by: Margarita Arista, Senior Personnel Analyst

Approved by: Irma Ramirez-Bough, Director of Human Resources

cc: Carl P. Holm, Resource Management Agency Director  
Kim Moore, Assistant Director of Human Resources

**Attachments:**

Attachment A-Resolution

(Attachments on file with the Clerk of the Board)