



# County of Monterey

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

## Board Report

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**File #: 13-0003, Version: 1**

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- a. Amend the Fiscal Year 2013 Agricultural Commissioner's Office Budget 2810, AGR001, Unit 8001 to reallocate one (1.0) FTE Senior Account Clerk to one (1.0) FTE Accountant I, and in Unit 8002 reallocate one (1) FTE Produce Inspector II to one (1) FTE Management Analyst III; and
- b. Authorize the County Administrative Office to incorporate approved changes in the FY 2012-13 Budget.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the FY 2013 Agricultural Commissioner's Office Budget 2810, AGR001, Unit 8001 to reallocate one (1.0) FTE Senior Account Clerk to one (1.0) FTE Accountant I, and in Unit 8002 reallocate one (1) FTE Produce Inspector II to one (1) FTE Management Analyst III; and
- b. Authorize the County Administrative Office to incorporate approved changes in the FY 2012-13 Budget.

### SUMMARY/DISCUSSION:

In response to increasing fiscal and system demands and complexities, the Agricultural Commissioner's Office is proposing a more appropriate configuration for its administrative support unit reflecting the levels of knowledge, skills and ability required. This action will delete one Senior Account Clerk position and add one Accountant I position. The unit has increased demands and responsibilities, level and complexity of work, scope and diversity of knowledge, and skills and abilities necessary to accomplish financial obligations. Increasingly, the functions of the unit demand extensive knowledge of policies, practices and procedures of accounting, auditing and the Advantage system. It is essential to our operations to have appropriately skilled staff to provide service internally and externally in order to meet fiscal requirements and obligations, including grant management and appropriate reimbursement from the State and from other revenue sources.

This action will also delete one Produce Inspector II and add one Management Analyst III. More and more, the Agricultural Commissioner's Office is being tasked with significantly more duties outside of traditional regulatory roles. These duties include increased responsibilities for issues related to land use policy, programs and projects, resource management issues and water quality and supply issues affecting the agricultural industry. In addition, the department is more often faced with emerging critical and controversial issues affecting agriculture that fall outside of our regulatory role but can have significant consequences for our agricultural industry. These issues are frequently outside of the scope of duties and skills of our existing staff/classifications.

### OTHER AGENCY INVOLVEMENT:

Human Resources concurs with this recommendation.

### FINANCING:

This action will result in an increased salary and benefit cost of approximately \$12,598 for the remainder of FY 2012-13 and an annualized cost of approximately \$30,632. This increase will be absorbed with salary savings within the current Agricultural Commissioner's Budget and with increased revenues in FY 2013-14. There will be no additional impact to the County General Fund.

Prepared by: Sheila Salazar, Finance Manager, x7381 \_\_\_\_\_

Approved by: Eric Lauritzen, Agricultural Commissioner, x7325 \_\_\_\_\_

Attachments:

None