



County of Monterey

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

Board Report

File #: 21-839, Version: 1

Adopt a Resolution to:

- a. Amend the FY 2021-22 Human Resources Department's Adopted Budget (001-1060-8445-HRD001) to add one (1) Management Analyst I allocation as indicated in Attachment A (4/5 vote required); and
- b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate these changes in the FY 2021-22 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and adopt a resolution amending the FY 2021-22 Human Resources Department's Adopted Budget (001-1060-8445-HRD001) to add one (1) Management Analyst I allocation as indicated in Attachment A (4/5 vote required); and
- b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate these changes in the FY 2021-22 Adopted Budget

SUMMARY/DISCUSSION:

The Human Resources Department is responsible for county wide employment processes and practices including recruitment and selection, classification and compensation, employee benefits programs, employee relations, employee records, employee training, labor relations and other personnel matters, including policy development and conducting human resources strategic planning. The Human Resources Department plays a vital role in the organization by developing and implementing innovative tools, programs, practices and policies to support an effective and efficient workforce in providing county-wide human resources core services.

A review of existing staffing levels determined the Human Resources Department needs a professional level position to perform analytical duties of moderate scope and complexity for the Human Resources Administration division to ensure high level of core human resources services are provided in an ever-changing business environment. The new allocation will perform essential duties which include research, gather, and analyze information on programs and special projects as assigned by the Director such as Monterey County's Compensation Philosophy, HRD's Strategic Initiatives, Grand Jury responses, surveys, and legislation that may have an impact on Human Resources activities and functions; collaborate with HR Program Managers and Policy Analyst to implement new and/or revised policies, procedures, and/or programs; prepare and present reports at the Board of Supervisors and Board Committee meetings on behalf of the Director or management staff.

The classification analysis determined that the duties, scope and complexity of the proposed new allocation are most appropriately classified as a Management Analyst I.

Therefore, it is recommended to add a new allocation of Management Analyst I.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors' Budget Committee has approved the request and the County Administrative Office has reviewed and concurs with the recommendation.

FINANCING:

The annualized cost of a new Management Analyst I position in FY 2021-22 is \$145,611. Funding required for this new position from November 2021 to June 2022 is \$97,074, which will be financed by the Human Resources Department's budget. Future year personnel costs for this new position will be included in the department's requested budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

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

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Attachments:
Board Report
Attachment A