



County of Monterey

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

Board Report

File #: 13-1165, **Version:** 1

- a. Reallocate a vacant 1.0 FTE Redevelopment/Housing Project Analyst I (41F30) to 1.0 FTE Management Analyst II (20B12); and,
- b. Direct the County Administrative Office to incorporate the approved changes into the FY 2013-14 Economic Development Department Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Reallocate a vacant 1.0 FTE Redevelopment/Housing Project Analyst I (41F30) to 1.0 FTE Management Analyst II (20B12); and,
- b. Direct the County Administrative Office to incorporate the approved changes into the FY 2013-14 Economic Development Department Adopted Budget.

SUMMARY/ DISCUSSION:

As of September 20, 2013, the Economic Development Department (EDD) has had a vacant Redevelopment & Housing Analyst I staff person. This position plays a critical managerial as well as fiscal role within EDD as this position is responsible for working closely with other management level staff to ensure accurate processing of financial transactions for the department. This position is responsible for co-managing several current and former grant programs which require a thorough knowledge of each individual grant program, tracking of program income and administrative funding, monitoring, reconciling, and reporting. This position is the liaison between the County and External Auditors and is responsible for participating in annual audits by corresponding, producing documents and supporting information for grant or Successor Agency activity.

The purpose of this request to reallocate a Redevelopment & Housing Analyst I to a Management Analyst II is to align the duties of work expected to be performed with the appropriate job classification within the County classification system.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with this recommendation.

FINANCING:

The position will be filled no higher than step four (4) of the Management Analyst II salary schedule. This will ensure that there is no impact to EDDs FY 2013-14 budget from this reclassification.

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Approved by: David L. Spaur, CEcD, EDFP, Economic Development Director, Ext. 5387

Attachments: None