



County of Monterey

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

Legislation Details (With Board Report)

File #: 15-0868 **Name:** Admin Secretary Confidential
Type: General Agenda Item **Status:** Passed
File created: 7/29/2015 **In control:** Board of Supervisors
On agenda: 8/25/2015 **Final action:** 8/25/2015
Title: a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Administrative Secretary (80A33) to one (1) Administrative Secretary - Confidential (80A99); and
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2015-16 Adopted Budget to reflect the change in position counts.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Exhibit A, 3. Completed Board Order

Date	Ver.	Action By	Action	Result
8/25/2015	1	Board of Supervisors	approved	

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Administrative Secretary (80A33) to one (1) Administrative Secretary - Confidential (80A99); and
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2015-16 Adopted Budget to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- A. Amend the Assessor's Department Budget (1180-ACR001-8003) to reallocate one (1) Administrative Secretary (80A33) to one (1) Administrative Secretary - Confidential (80A99); and
B. Direct the County Administrative Office to incorporate the approved changes in the FY 2015-16 Adopted Budget.

SUMMARY/DISCUSSION:

On March 24, 2015, the Board of Supervisor's approved the Department's request to reallocate one Secretary-Confidential to one Administrative Secretary. The request contained an error; the requested reallocation should have been Administrative Secretary-**Confidential**. Therefore, to correct this, we ask that the position be reallocated correctly, as a **Confidential** position. Thus, it is recommended that the Board approve this action.

This is an at-will filled position, so the position of the incumbent will be reallocated to the Confidential classification, upon Board approval.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department, County Counsel Office, and County Administrative Office

have reviewed and approved the recommended actions.

FINANCING:

There is no negative impact to the general fund as a result of this reallocation. There is no increase in costs from this action as the current position was budgeted at the highest step level and we hired an Administrative Secretary at a lower step, resulting in Salary and Benefit savings of approximately \$6,635 for the FY 2015-16 Adopted Budget (1180-ACR001-8003). Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Gerta McClay, Senior Personnel Analyst, x6602

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachment:

Exhibit A (Position Reclassification)