



County of Monterey

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

Legislation Details (With Board Report)

File #: 15-0894 **Name:** add Office Assistant II to Clerk Recorder's Office
Type: General Agenda Item **Status:** Passed
File created: 8/7/2015 **In control:** Board of Supervisors
On agenda: 9/15/2015 **Final action:** 9/15/2015
Title:
a. Amend the County Clerk/Recorder's Department Budget (1180-ACR002-8004) to add one (1) Office Assistant II (80E21);
b. Authorize the Auditor-Controller to amend the Fiscal Year 2015-16 County Clerk/Recorder adopted budget, Fund 001, Appropriation Unit ACR002, to increase appropriation by \$45,188, financed by an operating transfer in of \$45,188 from ACR001 (4/5th vote required);
c. Authorize the Auditor-Controller to transfer \$45,188 for the FY 2015-16 from Assessor, Fund 001, Appropriation Unit ACR001, to County Clerk/Recorder, Fund 001, Appropriation Unit ACR002, where the Assessor has sufficient appropriations available in their adopted budget to cover the transfer (4/5th vote required); and
d. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Exhibit A (Position Addition), 3. Completed Board Order, 4. Corrected Board Order

Date	Ver.	Action By	Action	Result
9/15/2015	1	Board of Supervisors	approved	

- a. Amend the County Clerk/Recorder's Department Budget (1180-ACR002-8004) to add one (1) Office Assistant II (80E21);
- b. Authorize the Auditor-Controller to amend the Fiscal Year 2015-16 County Clerk/Recorder adopted budget, Fund 001, Appropriation Unit ACR002, to increase appropriation by \$45,188, financed by an operating transfer in of \$45,188 from ACR001 (4/5th vote required);
- c. Authorize the Auditor-Controller to transfer \$45,188 for the FY 2015-16 from Assessor, Fund 001, Appropriation Unit ACR001, to County Clerk/Recorder, Fund 001, Appropriation Unit ACR002, where the Assessor has sufficient appropriations available in their adopted budget to cover the transfer (4/5th vote required); and
- d. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the County Clerk/Recorder's Department Budget (1180-ACR002-8004) to add one (1) Office Assistant II (80E21); and
- b. Authorize the Auditor-Controller to amend the FY 2015-16 County Clerk/Recorder adopted budget, Fund 001, Appropriation Unit ACR002, to increase appropriation by \$45,188, financed by an operating transfer in of \$45,188 from ACR001 (4/5th vote required); and
- c. Authorize the Auditor-Controller to transfer \$45,188 for the FY 2015-16 from Assessor, Fund 001, Appropriation Unit ACR001, to County Clerk/Recorder, Fund 001, Appropriation Unit ACR002, where

the Assessor has sufficient appropriations available in their adopted budget to cover the transfer (4/5th vote required); and

- d. Authorize the County Administrative Office to incorporate the position changes in the FY 2015-16 Adopted Budget.

SUMMARY/DISCUSSION:

An Office Assistant II in the County Clerk unit performs a broad range of duties that include the issuing of Marriage Licenses, Fictitious Business Name Statements, and miscellaneous filings such as Environmental Impact Reports. The addition of an Office Assistant II would relieve some of the burden on existing employees and increase their ability to provide efficient customer service while maintaining a reasonable workload. Adding an Office Assistant II in County Clerk unit would also release the unit's dependence on Agency Temporary Workers, which cost the department approximately \$27,000 in FY 2014-15.

The County Clerk unit currently consists of two permanent employees; at least three individuals are needed in this unit to maintain adequate coverage and enable employees to take assigned breaks, lunches, as well as requested time off. Therefore, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the County Counsel Office have reviewed and approved the recommended actions.

FINANCING:

There is no negative impact to the general fund as a result of this action. Due to salary and benefit savings of employees hired at lower steps and unexpected resignations in the Assessor's Office, the cost for this position of approximately \$45,188 in salary and benefits will be transferred from the Assessor's Department (1180-ACR001-8003) to the County Clerk/Recorder's Department (1180-ACR002-8004). Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Corina Morgan, Finance Manager, x5821

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

Attachments:

Exhibit A (Position Addition)

