



County of Monterey

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

Legislation Details (With Board Report)

File #:	RES 18-119	Name:	Re-title Board of Supervisors' Staff Positions
Type:	BoS Resolution	Status:	Consent Agenda
File created:	8/22/2018	In control:	Board of Supervisors
On agenda:	8/28/2018	Final action:	
Title:	a. Adopt a resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant, as indicated in the attached Resolution and amend Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants as indicated in Attachment B; b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.		

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. BOS Resolution, 3. Attachment B, 4. 71.1 Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
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- a. Adopt a resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant, as indicated in the attached Resolution and amend Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants as indicated in Attachment B;
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Adopt a resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix B to re-title the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant, as indicated in the attached Resolution and amend Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants as indicated in Attachment B;
- b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Board of Supervisors submitted Referral number 2018.17 requesting to retitle the classifications of Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant. The requested change is intended to modernize the titles and more accurately reflect titles used when

interacting with the public and the professional level support provided to the Board Offices.

Based on this, it is recommended that the Principal Board of Supervisors Aide, Board of Supervisors Aide and Board of Supervisors Administrative Assistant be retitled to Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst and Board of Supervisors Executive Assistant as indicated in the attached Resolution.

In addition, Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section VI. Employee/Bargaining Units and Section A.38 Board of Supervisors Staff Assistants is recommended to be amended to reflect the new titles of the classifications.

OTHER AGENCY INVOLVEMENT:

There was no other agency involvement.

FINANCING:

The proposed actions have no impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

<input type="checkbox"/>	Economic Development
<input checked="" type="checkbox"/>	Administration
<input type="checkbox"/>	Health & Human Services
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, (831) 755-5353

Approved by: Irma Ramirez-Bough, Director of Human Resources, (831) 755-5446

Attachments:

Attachment A: Board of Supervisors Resolution

Attachment B: Amendments to Personnel Policies & Practices Resolution No. 98-394