



County of Monterey

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

Legislation Details

File #: 19-0926 **Name:** Adopt Resolution RE Legal Secretary III

Type: General Agenda Item **Status:** Passed - Human Resources Department

File created: 12/2/2019 **In control:** Board of Supervisors

On agenda: 12/10/2019 **Final action:** 12/10/2019

Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to create the classification and associated salary range of Legal Secretary III, as indicated in Attachment A; and
b. Approve to reallocate 5.0 FTE Legal Secretary Confidential and 2.0 FTE Senior Legal Secretary Confidential positions to 7.0 FTE Legal Secretary III positions in the office of County Counsel Unit 1210-8057-001-COU005, as indicated in Attachment A; and
c. Approve to reclassify 6.0 FTE Legal Secretary Confidential to 6.0 FTE Legal Secretary III classifications in the office of County Counsel Unit 1210-8057-001-COU005, effective December 21, 2019; and
d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report Legal Secretary, 2. Attachment A - CoCo Create New Legal Sec III Class -Reallocate-Reclassify, 3. BoS Resolution - CoCo Create New Legal Sec III Class - Reallocate-Reclassify, 4. Completed Board Order and Resolution Item No. 78

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors	adopted - human resources department	Pass