



# County of Monterey

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

## Board Report

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**File #:** WRAG 17-046, **Version:** 1

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- a. Approve the retroactive reallocation of one Senior Secretary to one Senior Secretary-Confidential, due to the inadvertent omission of that direction in Water Resources Board of Supervisors Board Order, dated March 28, 2017; and
- b. Approve retroactive pay and the exclusion of union dues effective December 15, 2016 due to the inadvertent omission of that direction in the attached Water Resources Board of Supervisors Board Order dated March 28, 2017; and
- c. Amend the FY 16-17 Water Resources Budget Fund 111-9300-8267-WRA001 to modify the position of one (1) Senior Secretary (80A32) to one (1) Senior Secretary - Confidential (80A34); and
- d. Direct the County Administrative Office to incorporate the approved changes in the FY 2016-17 Budget to reflect the approved change in position counts in the FY 17-18 Adopted Budget including from December 15, 2016 to the date of approval.

### RECOMMENDATION:

It is recommended that the Monterey County Water Resources Agency Board of Supervisors:

- a. Approve the retroactive reallocation of one Senior Secretary to one Senior Secretary-Confidential, due to the inadvertent omission of that direction in Water Resources Board of Supervisors Board Order, dated March 28, 2017; and
- b. Approve retroactive pay and the exclusion of union dues effective December 15, 2016 due to the inadvertent omission of that direction in the attached Water Resources Board of Supervisors Board Order dated March 28, 2017; and
- c. Amend the FY 16-17 Water Resources Budget Fund 111-9300-8267-WRA001 to modify the position of one (1) Senior Secretary (80A32) to one (1) Senior Secretary - Confidential (80A34); and
- d. Direct the County Administrative Office to incorporate the approved changes in the FY 2016-17 Budget to reflect the approved change in position counts in the FY 17-18 Adopted Budget including from December 15, 2016 to the date of approval.

### SUMMARY/DISCUSSION:

On February 28, 2017, the Monterey County Water Resources Board of Directors adopted Board Order 17-012. By Board Order 17-12, the Board of Directors voted to "Approve And Recommend That The Monterey County Water Resources Agency Board Of Supervisors Approve: 1) A Change In Classification For Ms. Alice G. Henault From Senior Secretary To Senior Secretary-Confidential; And 2) A 5% Salary Increase For Ms. Henault Resulting From The Change in Classification, All Effective December 15, 2016."

On March 28, 2017, this Board authorized the Auditor-Controller to amend the FY 16-17 Water Resources Budget Fund 111-9300-8267-WRA001 to reallocate one (1) Senior Secretary (80A33) (80A32) to one (1) Senior Secretary - Confidential (80A99) (80A34); and Directed the Water Resources Agency to incorporate the approved changes in the FY 2016-17 Budget and to reflect the approved change in position counts in the FY 17-18 Adopted Budget.

Unfortunately, in this Board's Order of March 28, 2017, the following text from Board Order 17-12 was inadvertently omitted: "A Change In Classification For Ms. Alice G. Henault From Senior Secretary To Senior Secretary-Confidential; A 5% Salary Increase For Ms. Henault Resulting From The Change in Classification,

All Effective December 15, 2016". Ms. Henault has been serving in the capacity of Senior Secretary-Confidential since December 15, 2016. Additionally, union dues continue to be deducted from her pay.

For background, on December 15, 2016, the Water Resources General Manager reviewed and restructured the administrative duties needed for organizational projects and litigated matters assumed by the General Manager. It was determined that the functions of a Senior Secretary Confidential are better aligned with the needs for these organizational projects and litigated matters. The current position as a Senior Secretary does not include the tasks held within the Senior Secretary Confidential classification.

This is an at-will filled position; the position of the incumbent was changed to a confidential classification.

**OTHER AGENCY INVOLVEMENT:**

The Human Resources Department assisted with this effort.

**FINANCING:**

The Agency's FY 2016-17 Budget for Fund 111- 9300-8267-WRA001 has sufficient funds to cover the step increase of approximately 5%.

Prepared by: Cathy Paladini, Finance Manager, (831)-755-4861

Approved by: \_\_\_\_\_  
David E. Chardavoyne, General Manager, (831) 755-4860

Attachment:  
MCWRA Executed Board Order