



County of Monterey

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

Board Report

File #: BC 18-115, **Version:** 1

- a. Support the request to amend the FY 2018-19 Adopted Budget for the Clerk of the Board's Office (Appropriation COB001, Department 1300, Unit 8020, Fund 001) to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated in Attachment A; and
- b. Support the request to authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Adopted Budget.

RECOMMENDATION:

- a. Support the request to amend the FY 2018-19 Adopted Budget for the Clerk of the Board's Office (Appropriation COB001, Department 1300, Unit 8020, Fund 001) to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position, as indicated in Attachment A; and
- b. Support the request to authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2018-19 Adopted Budget.

SUMMARY:

The Clerk of the Board's Office is requesting to amend the FY 2018-19 Adopted Budget to reallocate one (1) Senior Secretary position to one (1) Board of Supervisors Clerk position. The needs of the organization have changed, necessitating this request for the reallocation of the Senior Secretary vacant position.

These proposed actions will not change the total full-time equivalent (FTE) for the Department.

DISCUSSION:

The Clerk of the Board's Office reviewed positions that were recently vacated through retirement and resignation. The Human Resources Department determined the Senior Secretary reallocation to a Board of Supervisors Clerk is more appropriate in order to carry out the Clerk of the Board's critical workload and mandated services to internal and external customers and will promote cross-training, which is critical in a small office of (5) five.

After review of the tasks assigned to the Senior Secretary, it was apparent these tasks could be absorbed by all team members (i.e. mail, ordering supplies, issuing permits, filing, correspondence, request of records from storage, public records requests, etc.)

For these reasons, it is recommended that the Budget Committee support these proposed actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved these proposed actions.

FINANCING:

Reallocation of the Senior Secretary to a Board of Supervisor Clerk will result in an annual cost increase of approximately \$7,728. The FY 2018-19 cost increase can be absorbed through salary savings from current

vacant positions.

The Department will be reviewing contracts and promoting business re-engineering to streamline processes for cost saving which can then be used to sustain the position in future years. If unable to do so, an augmentation may be submitted for costs which cannot be absorbed in the future.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Attachments: Attachment A; Org Charts; Cost Analysis