



County of Monterey

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

Board Report

File #: 19-0124, Version: 1

Adopt a Resolution to:

- Amend the Sheriff's Office Fiscal Year 2018-19 Adopted Budget, (001-2300 SHE001-8225) to reallocate one (1) vacant FTE Accounting Clerical Supervisor to one (1) FTE Management Analyst I position;
- Authorize the Auditor-Controller and the County Administrative Office to incorporate the position change into the Sheriff's Office FY2018-19 adopted budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- Amend the Sheriff's Office Fiscal Year 2018-19 Adopted Budget, (001-2300-SHE001-8225) to reallocate one (1) vacant FTE Accounting Clerical Supervisor to one (1) FTE Management Analyst I position;
- Authorize the Auditor-Controller and the County Administrative Office to incorporate the position change into the Sheriff's Office FY2018-19 adopted budget.

SUMMARY/DISCUSSION:

The Sheriff's Office is requesting to reallocate a vacant Accounting Clerical Supervisor position to a Management Analyst I in the Civil Unit. The Management Analyst I will be responsible for supervising and managing the work of the unit and handle the more complex civil process cases and supplemental court proceedings. In addition, the position will manage the collection and disbursement of funds awarded or owed arising from civil process; manage complex sales of personal and real property to satisfy judgement; facilitate lien and levies of funds from private parties and business establishments; oversee record keeping and file maintenance of the disbursement of civil process monies and other funds deposited to the Sheriff's trust funds.

The reallocation of the Accounting Clerical Supervisor position to a Management Analyst I is appropriate as the Management Analyst I classification more accurately reflects the duties and the complexities of the position.

OTHER AGENCY INVOLVEMENT:

Human Resource Department concurs with the recommendation.

FINANCING:

The cost difference between the two positions for the four months of FY 2018-19 is estimated at \$7,508 and \$22,525 for the entire FY 2019-20 for the top step of the salary range and the cost will be absorbed by the Sheriff's Office budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended action supports the Board of Supervisors administration strategic initiative. The recommended action will allow the Sheriff's office to continue promoting an organization that practices efficient and effective resource management by attracting, recruiting or retaining a diverse talented workforce that supports the mission of the County of Monterey.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

___ Public Safety

Prepared by: Kevin Oakley, Chief Deputy Sheriff-Administration Operations X3754

Approved by: Steve Bernal, Sheriff X3856

Attachments: Resolution to Reallocate an Accounting Clerical Supervisor to an MAI