



County of Monterey

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

Board Report

File #: RES 21-166, **Version:** 1

Consider a Resolution:

- a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Clerk Confidential to one (1) Personnel Technician Confidential for Human Resources; and
- b. Authorize and direct the County Administrative Office and the Auditor-Controller's Office to incorporate the changes in the FY 2021-22 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Clerk Confidential to one (1) Personnel Technician Confidential for Human Resources; and
- b. Authorize and direct the County Administrative Office and the Auditor-Controller's Office to incorporate the changes in the FY 2021-22 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts.

SUMMARY/DISCUSSION:

The Department of Social Services (DSS) is requesting support to reallocating one (1) Principal Clerk Confidential to one (1) Personnel Technician Confidential located in Social Services Human Resources. In this large department of 882 employees, the Personnel Technician Confidential will assist in meeting the current and future needs with routine recruitment, examination, job classification, compensation, employee relations, benefits, leave of absence functions, update and maintenance of personnel transactions and control records, and perform more complex paraprofessional level assignments with greater independence.

The Department recommends amending the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate as follows:

From/To	Class Code	Position Title	Position Number	Position Increase / Decrease	Revised Total FTE
From	80E98	Principal Clerk Confidential	0003	(1.0)	1.0
To	14H03	Personnel Technician Confidential	0005	1.0	5.0
TOTAL				0	

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the request to classify for this reallocation and the County's Budget Committee provided their support on August 25, 2021. County Counsel has approved to form.

FINANCING:

The recommended reallocation to a Personal Technician Confidential nets an increase of \$15,263 annually, and \$12,719 pro-rated (10 months) for FY 2021-22. This position is funded by 85% of Federal/State revenues and 15% of Realignment Funds. The additional cost will be absorbed into the department's current FY 2021-22 Adopted Budget (001-5010-SOC005). Recommended actions will not require additional County General Fund contributions (GFC) in DSS in the current or next fiscal year as additional cost will be managed within the Department's allocated GFC.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by providing the appropriate classifications to meet the needs and support to a large department.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

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Attachment: [Resolution](#)