



County of Monterey

Item No.31

Board Report

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

Legistar File Number: RES 26-026

February 10, 2026

Introduced: 1/28/2026

Current Status: Criminal Justice - Consent

Version: 1

Matter Type: BoS Resolution

- a. Approve to amend the Sheriff's Office FY 2025-26 Adopted Budget, 001-2300-SHE001-8273, to reallocate one (1.0) FTE Custody and Control Specialist to one (1.0) Full-Time Equivalent (FTE) Human Resources Technician-Confidential (HR Technician) as indicated in Attachment A (4/5th Vote Required); and
- b. Authorize the Auditor-Controller to incorporate the approved changes in the Sheriff's Office FY 2025-26 Adopted Budget; and
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve to amend the Sheriff's Office FY 2025-26 Adopted Budget, 001-2300-SHE001-8273, to reallocate one (1.0) FTE Custody and Control Specialist to one (1.0) Full-Time Equivalent (FTE) Human Resources Technician-Confidential (HR Technician) as indicated in Attachment A (4/5th Vote Required); and
- b. Authorize the Auditor-Controller to incorporate the approved changes in the Sheriff's Office FY 2025-26 Adopted Budget; and
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

The Sheriff's Office is seeking approval and authorization from the Board of Supervisors to reallocate one vacant (1.0) FTE Custody and Control Specialist to one (1.0) FTE Human Resources Technician-Confidential.

Currently, there is 1.0 FTE HR Analyst I (HR I) responsible for three (3) designated bureaus within the Sheriff's Office; Enforcement Operations Bureau (EOB), Administration Operations Bureau (AOB) and the Corrections Operations Bureau (COB).

The current HR I is solely responsible for administering all employee leaves, workers' compensation cases, and PERS medical retirement processing. On average, 48 employees are on leave at any given time, creating a continuous, high-volume workload that is time-sensitive and compliance-driven, affecting the overall public safety response to the residents of Monterey County.

The addition of an HR Technician is necessary to maintain operational effectiveness, manage risk, and ensure compliance with state and federal regulations. This position would provide direct support in:

- Tracking and administering protected leaves (FMLA/CFRA, ADA, military leave)
- Supporting workers' compensation documentation and coordination
- Assisting with PERS retirement application processing
- Maintaining accurate records, deadlines, and required employee notifications

Without dedicated support, the current workload increases the risk of processing delays, compliance errors, and service disruptions. An HR Technician would improve efficiency, reduce backlog, and allow the HR I to focus on complex case management and compliance oversight. This position aligns with the Monterey County Sheriff's Office mission to deliver efficient, compliant, and employee Leave centered HR services, while mitigating financial and legal risk associated with leave mismanagement and regulatory non-compliance.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The Human Resources Class & Comp Team has reviewed and approved the request to classify the vacant 1.0 FTE Custody and Control Specialist to a 1.0 FTE Human Resources Technician-Confidential. The County Administrative Office has been consulted regarding this reclassification request.

FINANCING:

The cost difference for the remaining 4.5 months in FY 2025-26 is estimated at \$2,550 and will be absorbed by the Sheriff's Office budget. The cost increase for FY2026-27 is \$6,780.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

The proposed recommended actions demonstrate the County's commitment in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- Well-Being and Quality of Life
- Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Dynamic Organization and Employer of Choice

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Approved by: Tina M. Nieto, Sheriff-Coroner, Ext. 3750

Attachments:
Board Resolution
Attachment A

