



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: BC 25-006**

January 29, 2025

**Introduced:** 1/15/2025

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Budget Committee

- a. Consider supporting the amendment of the FY 2024-25 Public Works, Facilities, and Parks Adopted Budget (Fund 002, Dept 3200, Unit 8558) to approve the reallocation and reclassification of one (1) Finance Manager I to one (1) Finance Manager II as indicated in Attachment A; and
- b. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2024-25 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

### RECOMMENDATION:

It is recommended that the Budget Committee consider supporting the following actions:

- a. Consider supporting the amendment of the FY 2024-25 Public Works, Facilities, and Parks Adopted Budget (Fund 002, Dept 3200, Unit 8558) to approve the reallocation and reclassification of one (1) Finance Manager I to one (1) Finance Manager II as indicated in Attachment A; and
- b. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2024-25 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

### SUMMARY/DISCUSSION:

The Human Resources Department completed a classification study of one (1) Finance Manager I incumbent in the Public Works, Facilities, and Parks department. The objective of the study was to determine if the incumbent was appropriately classified, and if not, to recommend a classification that accurately reflects the duties and responsibilities currently assigned to the incumbent.

The classification study found that the Finance Manager I classification does not accurately reflect the duties and responsibilities that the incumbent is performing. The incumbent is responsible for overseeing budget units within the Public Works, Facilities, and Parks department with complex guidelines, standards, and regulations. Given the scope of work, complexity, and consequence of error, it was determined that the appropriate classification that accurately reflect the duties performed is the Finance Manager II classification.

Therefore, the Human Resources Department recommends that the Board of Supervisors Budget Committee support the recommended actions to reallocate the position from Finance Manager I to Finance Manager II and reclassify the incumbent from Finance Manager I to Finance Manager II.

OTHER AGENCY INVOLVEMENT:

The Public Works, Facilities, and Parks department has reviewed and concurs with these recommendations. In addition, County Employees Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The salary and benefits increase for the Public Works, Facilities, and Parks Department’s Road Fund 002, Appropriation Unit PFP004 - Budget Unit 8558 for the remainder of FY 2024-25 is approximately \$7,019 or \$16,249 annually and will be absorbed within the department’s existing appropriations.

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County’s commitment to meeting the Board’s initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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

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Attachment:  
Attachment A