



County of Monterey

Item No.17

Board Report

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

Legistar File Number: Approval Tracking - Individual

February 03, 2026

Introduced: 1/15/2026

Current Status: Criminal Justice - Consent

Version: 1

Matter Type: BoS Resolution

- a. Approve to amend the Sheriff's Office FY 2025-26 Adopted Budget, 001-2300-8273-SHE001, to reallocate one (1.0) Full-Time Equivalent (FTE) Custody and Control Specialist to one (1.0) FTE Accounting 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: Full-Time Equival

It is recommended that the Board of Supervisors:

- a. Approve to amend the Sheriff's Office FY 2025-26 Adopted Budget, 001-2300-8273 -SHE001, to reallocate one (1.0) Full-Time Equivalent (FTE) Custody and Control Specialist to one (1.0) FTE Accounting 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

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 Accounting Technician.

DISCUSSION:

The Sheriff's Office is requesting to reallocate one vacant (1.0) FTE Custody and Control Specialist to one (1.0) FTE Accounting Technician.

Currently, there are 2.0 FTE Accounting Technicians 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 existing Accounting Technicians are responsible for reviewing and processing over 450 timesheets biweekly, providing payroll training and guidance to the entire department, processing complex adjustments for missing overtime, promotions, transfers, time off and leave banks. The Accounting

Technicians are also responsible for reviewing and understanding seven (7) bargaining unit MOUs and the Personnel Policies and Practices Resolution (PPPR). Many of the bargaining units have different on-call pays and shift differential. Some divisions take County paid holidays, and some are given a Sheriff's Holiday Bank, which must be reconciled quarterly to avoid an overpayment in holiday hours. This makes reviewing timesheets extremely challenging and time consuming.

Being a 24/7 department also presents payroll challenges. Timesheets are due in Payroll prior to the pay period ending to give the 2.0 FTE Accounting Technicians sufficient time to review. This causes additional adjustments for overtime not included on their timesheets due to a mandatory holdover, sick calls, cancelled overtime that was included on the timesheet, etc. Many times, these adjustments cannot be processed in a timely manner due to time constraints, which then causes additional phone calls/emails from staff inquiring about the discrepancies in their paychecks. In addition, many timesheet errors are not initially noticed, due to the number of timesheets needing to be reviewed in a short amount of time. Errors include improper usage of shift differential, override codes, time entries, and holiday entries. This causes employees to be overpaid or underpaid, which then results in more adjustments.

The additional position will be able to absorb 1/3 of the 450+ timesheets needing review and the associated payroll adjustments each pay period. Adding the additional position will also allow the Payroll Unit to properly reconcile payroll each pay period in a more timely manner, ensuring salaries, benefits and overtime are charged to the proper units. This will assist the department in presenting and managing an accurate budget throughout the fiscal year. The Sheriff's Office has discussed the restructure of it's Fiscal Unit with the County Administrators Office who are supportive of the Sheriff's Office's efforts to increase fiscal accountability and management of it's budget.

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 Accounting Technician. The County Administrative Office has been consulted regarding this reclassification request.

FINANCING:

The cost difference between the two positions for the remaining 4.5 months in FY 2025-26 is estimated at \$968 and will be absorbed by the Sheriff's Office budget.

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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Reviewed by: Keith Boyd, Undersheriff, Ext. 3859
Approved by: Tina M. Nieto, Sheriff-Coroner, Ext. 3750

Attachments:
Board Resolution
Attachment A