



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-163

November 18, 2025

Introduced: 11/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend the FY 2025-26 Emergency Communications Department Adopted Budget (Fund 028, Department 1520, Unit 8507) to approve the reallocation and reclassification of one (1) Administrative Services Assistant to one (1) Management Analyst I as indicated in Attachment A, effective November 15, 2025; and
- b. Direct the County Administrative Office and the Auditor- Controller to incorporate the approved position changes in the FY 2025-26 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 Board of Supervisors consider adopting a Resolution to:

- a. Amend the FY 2025-26 Emergency Communications Department Adopted Budget (Fund 028, Department 1520, Unit 8507) to approve the reallocation and reclassification of one (1) Administrative Services Assistant to one (1) Management Analyst I as indicated in attachment A, effective November 15, 2025; and
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY:

The Human Resources Department completed a classification study of one (1) Administrative Services Assistant incumbent in the Emergency Communications Department. The study found the incumbent was performing duties more aligned with a Management Analyst I classification. The Human Resources Department recommends the Board of Supervisors amend the FY 2025-26 Emergency Communications Department Adopted Budget to approve the reallocation and reclassification of one (1) Administrative Services Assistant to one (1) Management Analyst I.

DISCUSSION:

The Emergency Communication Department requested a classification study of one (1) Administrative Services Assistant. 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 Human Resources Department conducted a classification study of one (1) Administrative Services

Assistant incumbent. The classification study found that the Administrative Services Assistant classification does not accurately reflect the duties and responsibilities that the incumbent is performing. Given the scope of work, complexity, and consequence of error, it was determined that the appropriate classification that accurately reflects the duties performed is the Management Analyst I classification.

Therefore, the Human Resources Department recommends that the Board of Supervisors reallocate the position from Administrative Services Assistant to Management Analyst I and reclassify the incumbent from Administrative Services Assistant to Management Analyst I.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The Board of Supervisors Budget Committee and the Emergency Communications Department concur with the recommendations. In addition, County Employees Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The salary and benefits increase for Emergency Communications Budget Unit 8507 - Fund 028 - Appropriation Unit EME004 for the remainder of FY 2025-26 is approximately \$1,350 (or \$2,200 annually) and is anticipated to be absorbed within the department's existing appropriations.

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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Attachments:

Attachment A

Resolution