



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-145

October 07, 2025

Introduced: 9/25/2025

Current Status: General Government -
Consent

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend the FY 2025-26 Health Department Adopted Budget (Fund 001, Department 4000, Unit 8124, Appropriations Unit HEA003) to approve the reallocation and reclassification of one (1) Health Program Coordinator to one (1) Public Health Program Manager I as indicated in Attachment A, effective October 4, 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 Health Department Adopted Budget (Fund 001, Department 4000, Unit 8124, Appropriations Unit HEA003) to approve the reallocation and reclassification of one (1) Health Program Coordinator to one (1) Public Health Program Manager I as indicated in Attachment A, effective October 4, 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 conducted a classification study of a Health Program Coordinator incumbent in the Health Department. The study found the incumbent was performing duties more aligned with the Public Health Program Manager I classification. The Human Resources Department recommends the Board of Supervisors amend the FY 2025-26 Health Department Adopted Budget to approve the reallocation and reclassification of one (1) Health Program Coordinator to Public Health Program Manager I.

DISCUSSION:

The Health Department requested a classification study of the Health Program Coordinator incumbent assigned to the Health Department's Women, Infants and Children (WIC) Program. 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 the Health Program Coordinator incumbent. The study found that the Health Program Coordinator classification does not accurately reflect the duties and responsibilities the incumbent is performing. The incumbent is providing program oversight and supervision for both professional and paraprofessional staff assigned to the WIC and CalFresh programs. Given the scope of work, complexity and consequence error, it was determined that the appropriate classification accurately reflecting the duties being performed is Public Health Program Manager I.

Therefore, the Human Resources Department recommends that the Board of Supervisors reallocate and reclassify the incumbent from Health Program Coordinator to Public Health Program Manager I.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The Board of Supervisors Budget Committee and the Health Department concur with these recommendations. In addition, Service Employees International Union (SEIU) has been provided notice of these recommendations.

FINANCING:

The salary and benefits increase for Health Department Budget Unit 8124 - Fund 001 - Appropriation Unit HEA003 for the remainder of FY 2025-26 is approximately \$8,221 or \$11,622 annually. The Department will manage the increase within its FY 2025-26 adopted 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

Prepared by: Cicely Henson, Human Resource Analyst II

Approved by: Andreas Pyper, Director of Human Resources

Attachment:

Resolution

Attachment A