



County of Monterey

Item No.

Board Report

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

Legistar File Number: BC 25-104

October 29, 2025

Introduced: 10/20/2025

Current Status: Agenda Ready

Version: 1

Matter Type: Budget Committee

- a. Consider supporting the amendment of the FY 2025-26 Emergency Communications Department Adopted Budget (Fund 028, Dept. 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; and
- b. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Emergency Communications Department 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 2025-26 Emergency Communications Department Adopted Budget (Fund 028, Dept. 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; and
- b. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Emergency Communications Department 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 Budget Committee support the recommended actions to reallocate and reclassify the incumbent from Administrative Services Assistant to 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 Budget Committee support the recommended actions to 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:

The Emergency Communications 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 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.

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Approved by: Andreas Pyper, Director of Human Resources, ext. #5043

Attachment:

Attachment A