



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: RES 26-018**

**February 10, 2026**

**Introduced:** 1/22/2026

**Current Status:** Agenda Ready

**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) Senior Account Clerk to one (1.0) FTE Accounting Technician, as indicated in Attachment A (4/5th vote required);
- 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:

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) Senior Account Clerk to one (1.0) FTE Accounting Technician, as indicated in Attachment A (4/5th vote required);
- 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 Senior Account Clerk to one (1.0) FTE Accounting Technician.

### DISCUSSION:

The Sheriff's Office is requesting to reallocate one vacant (1.0) FTE Senior Account Clerk to one (1.0) FTE Accounting Technician. The Senior Account Clerk position became vacant due to a competitive employee promotion to Accounting Technician.

Historically, the Sheriff's Office has had one (1.0 FTE) Accounting Technician within the Fiscal Division's Accounts Payable/Receivable Unit. This position has been responsible for opening, modifying and closing 100+ purchase orders, monitoring 100+ contracts for expiration dates and funding, processing daily deposits, analyzing expenditures and assisting with budget preparation; all for the entire department. As our budget has grown over the years, this workload for the Accounting

Technician has become a significant burden.

Throughout this fiscal year the Sheriff's Office has evaluated the structure of its Fiscal Division to evaluate processes to increase efficiency and financial accountability. To streamline our processes, alleviate some of the workload and become more efficient, the Sheriff's Office Fiscal Division was recently divided into three units; the Enforcement and Administration Operations Bureaus (EOB/AOB) unit, the Corrections Operations Bureau (COB) unit, and the Payroll Unit.

Reorganizing the Fiscal Division in this manner will provide structure and allow for professional growth. Staff members of each unit will obtain a better understanding of the operational aspect of each bureau and will be able to provide dedicated support to the bureaus and our vendors.

The request for the reclassification in the Fiscal Division to provide budgetary and financial support to the Sheriff's Office is to align the needs of the department that has grown over 100% in the past 16 years.

We believe restructuring the Fiscal Division in this manner will facilitate efficiency in the management of the Sheriff's Office budget and provide dedicated support to the respective Bureau Chiefs. The Sheriff's Office has discussed the restructure of its Fiscal Unit with the County Administrators Office who are supportive of the Sheriff's Office's efforts to increase fiscal accountability and management of its 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 Senior Account Clerk 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 three remaining months in FY 2025-26 is estimated at \$2,367 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

Prepared by: Julie Lavorato, Finance Manager II, Ext. 7253

Reviewed by: Jason Smith, Chief Deputy, Ext. 3801

Reviewed by: Keith Boyd, Undersheriff, Ext. 3859

Approved by: Tina M. Nieto, Sheriff-Coroner, Ext. 3750

Attachments:

Board Resolution

Attachment A