

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.: HRM Control No. 25-016)
Adopt a Resolution to:)
a. Amend the FY 2025-26 Emergency Communications Department Adopted Budget (Fund)
028, Department 1520, Unit 8507) to reallocate and reclassify one (1) 1.0 FTE)
Administrative Services Assistant to one (1) Management Analyst I as indicated in)
Attachment A, effective November 15, 2025;)
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.)

WHEREAS, the Human Resources Department conducted a classification study of an incumbent in the Administrative Services Assistant classification in the Emergency Communications Department; and

WHEREAS, the study found that the Administrative Services Assistant classification does not accurately reflect the duties and responsibilities that the incumbent is performing and that the appropriate classification is the Management Analyst I classification; and

WHEREAS, it is recommended that one (1) Administrative Services Assistant position be reallocated to a Management Analyst I position and the incumbent be reclassified from an Administrative Services Assistant to a Management Analyst I;

WHEREAS, to implement the recommendation, the action requires the FY 2025-26 Adopted Budget to be amended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

1. The Emergency Communication Department Budget Unit 1520-8507-Fund 028 is amended to reallocate and approve the reclassification of one (1) Administrative Services Assistant to one (1) Management Analyst I as indicated below:

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C70	Administrative Services Assistant	0001	(1.0)	0.0
To	14G02	Management Analyst I	0001	1.0	1.0

2. The County Administrative Office and the Auditor-Controller are directed to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department is directed to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this ____ day of _____, 2025, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
, Deputy