



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-185

January 06, 2026

Introduced: 12/12/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend the FY 2025-26 Office of County Counsel Adopted Budget (Fund 001, Department 1210, Unit 8407) to approve the reclassification of one (1) Management Analyst to one (1) Ergonomics Manager as indicated in Attachment A, effective January 10, 2026; 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 Office of County Counsel Adopted Budget (Fund 001, Department 1210, Unit 8407) to approve the reclassification of one (1) Management Analyst I to one (1) Ergonomics Manager as indicated in attachment A, effective January 10, 2026; 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) Management Analyst I incumbent in the Office of County Counsel. The study found the incumbent was performing duties more aligned with an Ergonomics Manager classification. The Human Resources Department recommends the Board of Supervisors amend the FY 2025-26 Office of County Counsel Adopted Budget to approve the reclassification of one (1) Management Analyst I to one (1) Ergonomics Manager.

DISCUSSION:

The Office of County Counsel requested a classification study of one (1) Management Analyst I. 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) Management Analyst I incumbent. The classification study found that the Management Analyst I 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 Ergonomics Manager classification.

Therefore, the Human Resources Department recommends that the Board of Supervisors reclassify the incumbent from Management Analyst I to Ergonomics Manager.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The Office of County Counsel concur with the recommendations. In addition, County Employees Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The salary and benefits increase resulting from this change for the Office of County Counsel is approximately \$8,000 for the remainder of FY 2025-26. The department will absorb the increase within their budget. Future year costs will be included in the department's requested budget through the annual budget process.

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