



County of Monterey

Item No.39

Board Report

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

Legistar File Number: RES 26-021

February 10, 2026

Introduced: 1/26/2026

Current Status: General Government -
Consent

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend the FY 2025-26 County Administrative Office Adopted Budget (Fund 021, Department 1050, Appropriation Unit CAO030) to approve the reallocation and reclassification of one (1) WIB Employment Programs Representative III to one (1) WIB Employment Programs Supervisor as indicated in Attachment A, effective in the current pay period beginning February 7, 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 County Administrative Office Adopted Budget (Fund 021, Department 1050, Appropriation Unit CAO030) to approve the reallocation and reclassification of one (1) WIB Employment Programs Representative III to one (1) WIB Employment Programs Supervisor as indicated in Attachment A, effective in the current pay period beginning February 7, 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) WIB Employment Programs Representative III incumbent in the County Administrative Office. The study found the incumbent was performing duties more aligned with the WIB Employment Programs Supervisor classification. The Human Resources Department recommends the Board of Supervisors amend the FY 2025-26 County Administrative Office Adopted Budget to approve the reallocation and reclassification of one (1) WIB Employment Programs Representative III to one (1) WIB Employment Programs Supervisor.

DISCUSSION:

The County Administrative Office requested a classification study of one (1) WIB Employment Programs Representative III. 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) WIB Employment Programs Representative III incumbent. The classification study found that the WIB Employment Programs Representative III 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 WIB Employment Programs Supervisor classification.

Therefore, the Human Resources Department recommends that the Board of Supervisors reallocate the position from WIB Employment Programs Representative III to WIB Employment Programs Supervisor and reclassify the incumbent from WIB Employment Programs Representative III to WIB Employment Programs Supervisor.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The County Administrative Office concurs with the recommendation. In addition, Service Employees International Union (SEIU) has been provided notice of this recommendation.

FINANCING:

The salary and benefits increase resulting from this change for the County Administrative Office-Workforce Development (Budget Unit 1050-8478, Fund 021, Appropriation Unit CAO030) for the remainder of FY 2025-26 is approximately \$7,200.02 and approximately \$191,777.01 for FY 2026-27. This cost is fully supported by AB109 and Silver Star grant funding and is anticipated to be absorbed within the Department's existing appropriations.

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