



# County of Monterey

**Item No.47**

## Board Report

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

**Legistar File Number: RES 26-112**

**July 07, 2026**

**Introduced:** 6/29/2026

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create a classification of Executive Analyst to County Administrative Officer with the salary range as indicated in Attachment A;
- b. Amend the FY 2026-27 County Administrative Office Adopted Budget (Fund 1001, Department 1050, Unit 105001) to reallocate one (1) Executive Assistant to Administrative Officer to one (1) Executive Analyst to County Administrative Officer as indicated in Attachment A, effective in the current pay period beginning July 11, 2026; and
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2026-27 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 Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create a classification of Executive Analyst to County Administrative Officer with the salary range as indicated in Attachment A;
- b. Amend the FY 2026-27 County Administrative Office Adopted Budget (Fund 1001, Department 1050, Unit 105001) to reallocate one (1) Executive Assistant to Administrative Officer to one (1) Executive Analyst to County Administrative Officer as indicated in Attachment A, effective in the current pay period beginning July 11, 2026; and
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2026-27 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) Executive Assistant to Administrative Officer incumbent in the County Administrative Office. The study found the incumbent was performing duties more aligned with the new classification of Executive Analyst to County Administrative Officer. The Human Resources Department recommends the Board of Supervisors amend the FY 2026-27 County Administrative Office Adopted Budget to create a new classification of Executive Analyst to County Administrative Officer and to approve the reallocation and reclassification of one (1) Executive Assistant to Administrative Officer to one (1) Executive Analyst to County Administrative Officer.

DISCUSSION:

The County Administrative Office requested a classification study of one (1) Executive Assistant to Administrative Officer. 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) Executive Assistant to Administrative Officer incumbent. The classification study found that the Executive Assistant to Administrative Officer 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 new classification of Executive Analyst to County Administrative Officer, which encompasses the dual nature of the newly created classification.

Therefore, the Human Resources Department recommends that the Board of Supervisors reallocate the position from Executive Assistant to Administrative Officer to Executive Analyst to County Administrative Officer and reclassify the incumbent from Executive Assistant to Administrative Officer to Executive Analyst to County Administrative Officer.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The County Administrative Office and County Counsel concur with the recommendations.

FINANCING:

The annual impact of this recommended action is estimated at \$10,760 for the remainder of FY 2026-27 (1001-105001) compared to the current budgeted remuneration of Management Analyst II or \$33,920 if compared to the expected remuneration of an Executive Assistant to Administrative Officer. The Department will work to manage the increase within their FY 2026-27 adopted budget and will provide a report to the Board of Supervisors when the mid-year estimate and forecast is presented if it is experiencing budgetary challenges resulting from this cost increase.

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