



County of Monterey

Item No.

Board Report

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

Legistar File Number: 25-495

June 24, 2025

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Approve and authorize advanced step placement for Michael Beaton at Step 6 of the Assistant County Administrative Officer salary range, effective July 26, 2025, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.

RECOMMENDATION:

It is recommended that the Board of Supervisors approve and authorize the advanced step placement for Michael Beaton at Step 6 of the Assistant County Administrative Officer salary range, effective July 26, 2025, in accordance with PPPR No. 98-394, Sections A.1.11.1 and A.1.11.5.

SUMMARY/DISCUSSION:

The Human Resources Department conducted a nationwide open, competitive recruitment for the position of Assistant County Administrative Officer. After conducting the selection process, Michael Beaton was identified as the top candidate to fill the vacant Assistant County Administrative Officer position. Michael Beaton has indicated he will accept an offer of employment contingent upon approval of appointment at step 6 of the salary range. Pursuant to the provisions of the PPPR No. 98-394, Board of Supervisors approval is required to authorize placement above Step 3 in Unit Y.

Michael Beaton has over 20 years of progressively responsible experience in government administration. He has served as the Director of General Services for the County of Santa Cruz, Director of Administrative Services for the County of Santa Cruz Health Services Agency, Business Manager, Deputy Public Guardian, Budget Manager and Lead Auditor for the County of Fresno Department of Behavioral Health. Michael Beaton earned a Bachelor of Science in Business Administration - Accounting from California State University Fresno and a Master of Business Administration in Healthcare Administration from Western Governors University and is a Certified Internal Auditor (CIA). His extensive experience and educational background will suit him well in assisting the County Administrative Officer and team in fiscal and budget planning, directing and managing the affairs of the County, and implementing the policies and directives of the Board of Supervisors.

In determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for this position were considered. Salary recommendations have been made in accordance with the County's PPPR sections A.1.11.1, and A.1.11.5. These sections provide for appointment at a higher salary step for reasons including credit for experience, avoiding injustice, and employee negotiation.

Board approval is being sought to place Michael Beaton at Step 6 of the County's current Salary

Schedule for the classification of Assistant County Administrative Officer, effective July 26, 2025.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and concurs with the recommendation.

FINANCING:

There is no financial impact to the General Fund as a result of this action. Funding for the Assistant County Administrative Officer position is included in the Fiscal Year 2025-26 County Administrative Office Adopted Budget.

Prepared by: Kim Moore, Assistant Director of Human Resources
Approved by: Sonia M. De La Rosa, County Administrative Officer