

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

Resolution No.: PPPR Control No. 22-011)
 HRM Control No. 22-010)
)

- Adopts a Resolution to:)
 a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to)
 adjust the base wage salary ranges of the Patient Services Representative I/II, Senior)
 Patient Services Representative, and Supervising Patient Services Representative)
 classifications as indicated in Attachment A;)
 b. Direct the Human Resources Department to implement the changes in the Advantage)
 HRM system.)

WHEREAS, the Human Resources Department conducted a classification and compensation study of the Patient Services Representative classification series which includes the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications; and

WHEREAS, the classification analysis identified that incumbents in the Patient Services Representative classification series assigned to the Health Department and Natividad were found to be performing job duties that are within the scope of their classifications and no changes are recommended; and

WHEREAS, the base wage analysis of the County comparable agencies found that based on the duties performed, the salary of the benchmark classification of Patient Services Representative II was found to be approximately 14.92% below the salary mean of the comparable agency's classifications; and

WHEREAS, it is recommended to adjust the base wage of the Patient Services Representative II classification by approximately 14.92% at top step and to maintain the current spreads of the classification series; and

WHEREAS, to implement the recommendations, the actions require the Personnel Policies and Practices Resolution No. 98-394 Appendix A to be amended; NOW, THEREFORE,

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

1. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the base wage salary ranges of the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications as indicated below:

Classification Title: Patient Services Representative I							Class Code	WG *	EEO Cat*	W/C *	BU	FLSA Code *
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$20.112	\$21.218	\$22.385	\$23.616	\$24.915	\$26.161	\$27.469	80L01	18	OC	9043	J	N
\$1,608.98	\$1,697.46	\$1,790.82	\$1,889.31	\$1,993.22	\$2,092.88	\$2,197.52						
\$3,486	\$3,678	\$3,880	\$4,094	\$4,319	\$4,535	\$4,761						

*Provided for information purposes only.

Classification Title: Patient Services Representative II							Class Code	WG *	EEO Cat*	W/C *	BU	FLSA Code *
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$21.681	\$22.873	\$24.131	\$25.458	\$26.858	\$28.201	\$29.611	80L02	18	OC	8810	J	N
\$1,734.44	\$1,829.83	\$1,930.47	\$2,036.64	\$2,148.64	\$2,256.08	\$2,368.88						
\$3,758	\$3,965	\$4,183	\$4,413	\$4,655	\$4,888	\$5,133						

*Provided for information purposes only.

Classification Title: Senior Patient Services Representative							Class Code	WG *	EEO Cat*	W/C *	BU	FLSA Code *
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$24.933	\$26.304	\$27.751	\$29.277	\$30.887	\$32.431	\$34.053	80L03	17	OC	9043	J	N
\$1,994.63	\$2,104.33	\$2,220.06	\$2,342.15	\$2,470.97	\$2,594.51	\$2,724.24						
\$4,322	\$4,559	\$4,810	\$5,075	\$5,354	\$5,621	\$5,903						

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Classification Title: Supervising Patient Services Representative							Class Code	WG *	EEO Cat*	W/C *	BU	FLSA Code *
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$28.671	\$30.247	\$31.911	\$33.666	\$35.517	\$37.293	\$39.158	80L04	17	OC	8830	F	N
\$2,293.65	\$2,419.79	\$2,552.87	\$2,693.28	\$2,841.40	\$2,983.47	\$3,132.64						
\$4,970	\$5,243	\$5,531	\$5,835	\$6,156	\$6,464	\$6,787						

*Provided for information purposes only.

- The Human Resources Department is directed to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this _____ day of _____, 2022, 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