



Board Report

File #: BC 23-027, **Version:** 1

- a. Support amending the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Emergency Communications Manager with the salary range as indicated in Attachment A;
- b. Support amending the Emergency Communications Department Budget Unit 1520-8507-Fund 028-Appropriation Unit EME004 to reallocate three (3) Management Analyst III positions to three (3) Emergency Communications Manager positions and approve the reclassification of two (2) Management Analyst III incumbents to two (2) Emergency Communications Managers as indicated in Attachment A;
- c. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- d. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- e. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Budget Committee support the following actions:

- a. Support amending the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Emergency Communications Manager with the salary range as indicated in Attachment A;
- b. Support amending the Emergency Communications Department Budget Unit 1520-8507-Fund 028-Appropriation Unit EME004 to reallocate three (3) Management Analyst III positions to three (3) Emergency Communications Manager positions and approve the reclassification of two (2) Management Analyst III incumbents to two (2) Emergency Communications Managers as indicated in Attachment A;
- c. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- d. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- e. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

The Human Resources Department completed a classification study of the Emergency Communications Operations Manager and (3) Management Analyst III positions in the Emergency Communications Department. The study found that the Management Analyst III classification no longer aligns with the duties and responsibilities that the three (3) Management Analyst III incumbents are currently performing. Given the duties and responsibilities, it was determined that there is a need to create a new classification titled Emergency

Communications Manager.

To establish a salary for this new classification, the Human Resources Department completed an external base wage compensation analysis with the County's nine (9) comparable agencies which include the Counties of San Mateo, Santa Clara, Contra Costa, San Benito, San Luis Obispo, Santa Cruz, and Sonoma, and the Cities of Monterey and Salinas. The current job duties and responsibilities of the three (3) Management Analyst III incumbents in the Emergency Communications Department were matched to only two (2) of the nine (9) market comparable agencies: The Counties of San Mateo and Santa Clara.

The County's Compensation Philosophy requires a minimum of three (3) benchmark classification matches with our comparable agencies in order to provide sufficient data for analyzing and determining a base wage comparison. The County's Philosophy states that in the absence of sufficient external data comparisons, the County will use internal comparisons to set base wages for classifications.

The Human Resources Department identified similarities between the work performed by the three (3) Management Analyst III incumbents in the Emergency Communications Department and the Program Manager II classification in the scope of work, complexity, and consequence of error as it relates to protection of life and/or property. Therefore, as a result of this internal analysis, it is recommended to create the new classification of Emergency Communications Manager, set the salary of this new classification to approximately \$11,370 per month at top step, and reallocate the three (3) positions and reclassify the two (2) active Management Analyst III incumbents to the newly created classification of Emergency Communications Manager. The reason that only two (2) of the incumbents are being recommended to be reclassified is because one (1) of the incumbents that was studied recently retired, but the vacant position will be reallocated to Emergency Communications Manager.

The current top monthly salary of the Management Analyst III classification is approximately \$9,737 and the top monthly salary of the new classification of Emergency Communications Manager will be approximately \$11,370. The difference of the top monthly salary between these two classifications will be approximately 16.77%.

It is further recommended to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications to reflect its current designation as an Assistant Department Head classification and to better align it with the current structure of the Emergency Communications Department.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Emergency Communications Department have reviewed and concur with the recommendations. In addition, the County Employee Management Association (CEMA) have been provided notice of these recommendations.

FINANCING:

The salary and benefits cost increase for the Emergency Communications Department's Appropriation Unit EME004 - Budget Unit 8507 is approximately \$14,083 for the remainder of Fiscal Year 2022-23 or \$42,248 annually. The Department plans to absorb this cost increase into the Fiscal Year 2022-23 adopted budget and offset the increase with salary savings from a vacant administrative position. In accordance with the terms of the 9-1-1 Services Agreement, approximately 30% of future fiscal year cost increases will be borne by the General Fund to pay for increased costs to the Sheriff and Probation Departments while the other 70% will be

paid for by the other 12 Cities, 3 Fire Districts and 2 State agencies.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Attachment:

Attachment A

Attachment B