County of Monterey

Board Report

Legistar File Number: 23-086

Item No.

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

January 31, 2023

Introduced: 1/24/2023
Version: 1

Current Status: Agenda Ready
Matter Type: General Agenda Item

a) Adopt an ordinance amending Chapter 2.21 of the Monterey County Code to provide that the Risk Management functions of the County are to be discharged in the County Counsel's Office, and that the County Counsel shall appoint the County's Risk Manager; and,
b) Adopt a Resolution to:

i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to retitle the classification of Principal Risk Management Analyst to Risk Manager and adjust the base wage salary range as indicated in Attachment C with an effective date of January 28, 2023;

ii. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

..Report

RECOMMENDATION:

It is recommended that the Board of Supervisors:
a) Adopt an ordinance amending Chapter 2.21 of the Monterey County Code to provide that the Risk Management functions of the County are to be discharged in the County Counsel's Office, and that the County Counsel shall appoint the County's Risk Manager; and,
b) Adopt a Resolution to:

i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to retitle the classification of Principal Risk Management Analyst to Risk Manager and adjust the base wage salary range as indicated in Attachment C with an effective date of January 28, 2023;

ii. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

In 2012, the Risk Management function was transferred from the County Administrative Office to the County Counsel's Office. Furthermore, in 2018 the Board of Supervisors approved amendments to the Monterey County Code to more specifically address the duties of the County Counsel, to include naming the County Counsel as the County's Risk Manager and charging the County Counsel with fulfilling the duties of Risk Manager.

On March 9, 2021, the Board approved an action to retitle the classification of Principal Risk and Benefit Analyst to Principal Risk Management Analyst. In July of 2021, the Human Resources Department successfully recruited for a very qualified employee to be appointed to the Principal Risk

Management Analyst position. The incumbent has successfully performed the Risk Management functions under the general direction of the County Counsel. Therefore, the County Counsel recommends adopting an ordinance amending County Code to provide that the County Counsel shall appoint and supervise the County's Risk Manager.

In addition, the Human Resources Department recently conducted a base wage compensation study of the Principal Risk Management Analyst classification to determine if the base wage compensation is in alignment with the County's Compensation Philosophy and labor market average. The base wage analysis of the County's comparable agencies found that based on the duties performed, the classification of Principal Risk Management Analyst was matched to six (6) of the nine (9) comparable agencies and is approximately 10.64% below the salary mean of the comparable agencies' classifications. To promote the Human Resources Department's mission to make the County the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality of candidates and employees to service the community while maintain sound fiscal standards.

Therefore, in accordance with the Compensation Philosophy, the Human Resources Department recommends adjusting the base wage salary of the Risk Manager classification by approximately 10.64% at top step in order to align it with the labor market average. Furthermore, to more accurately reflect the nature of the work assigned, the Human Resources Department recommends retitling the Principal Risk Management Analyst classification to Risk Manager.

OTHER AGENCY INVOLVEMENT:
The Human Resources Department concurs in the recommendation.

FINANCING:
The salary and benefit increase for County Counsel - Risk Management Budget Unit 8407-Fund 001-Appropriation Unit COU002 for the remainder of the Fiscal Year 2022-23 is estimated at $8,219 or $19,726 annualized and will be absorbed within the Office of the County Counsel's Adopted Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:
The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by addressing the efficient discharge of the Risk Management functions of the County.

__Economic Development
_X_Administration
__Health & Human Services
__Infrastructure
__Public Safety

Prepared and Approved by: Approved by:

Leslie J. Girard, County Counsel

Irma Ramirez-Bough

Attachments:

A: County Ordinance

B: underline/~~strikeout~~

C: revised salary range

D: Resolution