



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: RES 24-130**

**July 09, 2024**

**Introduced:** 6/26/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) Appendix A to adjust the base wage salary ranges of the Staff Trainer I/II and Supervising Staff Trainer as indicated in Attachment A, effective July 13, 2024;
- b. Direct the Human Resources Department, County Administrative Office, and Auditor-Controller's Office 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) Appendix A to adjust the base wage salary ranges of the Staff Trainer I/II and Supervising Staff Trainer as indicated in Attachment A, effective July 13, 2024;
- b. Direct the Human Resources Department, County Administrative Office, and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) system.

**SUMMARY/DISCUSSION:**

A classification and compensation study of the Staff Trainer classification series was requested by Service Employees International Union (SEIU) Local 521 on behalf of the Department of Social Services Staff Trainer employees.

The classification analysis identified that incumbents in the Staff Trainer classification series, which includes the Staff Trainer I/II and Supervising Staff Trainer classifications assigned to the Department of Social Services, were found to be performing job duties that are within the scope of their classifications and no changes are recommended.

The base wage analysis of the County comparable agencies found that, based on the duties performed, the salary of the benchmark classification of Staff Trainer II was matched to five (5) of the ten (10) comparable agencies: The Counties of Alameda, Contra Costa, San Benito, Santa Clara, and Santa Cruz. After a thorough review and analysis of available data, no comparable matches were identified in the Counties of San Luis Obispo, San Mateo, or Sonoma, nor in the Cities of Monterey and Salinas. The Staff Trainer II was found to be approximately 9.59% 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

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maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards.

Therefore, in accordance with the Compensation Philosophy, the Human Resources Department recommends adjusting the base wage salary of the Staff Trainer II classification by approximately 9.59% at top step in order to align with the labor market average.

The Human Resources Department further recommends to adjust the base wage of the Staff Trainer I and Supervising Staff Trainer by approximately 9.59% at top step in order to maintain the spread of the series.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Department of Social Services concur with the recommendation. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of this recommendation.

FINANCING:

The annual impact of this wage analysis is estimated at \$134,802 (001-5010-SOC005-8262) for the remainder of FY 2024-25, or \$140,663 annualized. The Department will work to manage the increase within their FY 2024-25 adopted budget and will provide a report to the Board of Supervisors when the Budget End of Year Report (BEYR) is presented if they are experiencing budgetary challenges resulting from this cost increase.



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  
Resolution