

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

Resolution No.: PPPR Control No. 24-017 )  
 HRM Control No. 24-017 )  
 )  
 Adopt a Resolution to: )  
 a) Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 )  
 Appendix A to adjust the base wage salary range of the Medical Unit Clerk )  
 classification as indicated below effective May 18, 2024; and )  
 b) Direct the Human Resources Department to implement the changes in the )  
 Advantage Human Resources Management (HRM) System. )

WHEREAS, Natividad Medical Center (NMC) administration staff requested a base wage compensation study of the Medical Unit Clerk classification; and

WHEREAS, NMC conducted a base wage compensation study of the Medical Unit Clerk classification which determined Medical Unit Clerk is approximately 13.77% below the mean of the County’s comparable agencies and it is recommended to adjust the base wage salary of Medical Unit Clerk by the approximate percentage identified at top step; and

WHEREAS, to implement the recommendation, the action requires 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 range of the Medical Unit Clerk classification as indicated below effective May 18, 2024:

Classification Title: Medical Unit Clerk							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						
\$24.962	\$26.334	\$27.783	\$29.311	\$30.923	\$32.469	\$34.092	80K21	18	OC	9043	J	Non-exempt
\$1,996.93	\$2,106.76	\$2,222.62	\$2,344.86	\$2,473.82	\$2,597.51	\$2,727.39						
\$4,327	\$4,565	\$4,816	\$5,081	\$5,360	\$5,628	\$5,909						

\*provided for information purposes only

2. The Human Resources Department is directed to implement the changes in the Advantage Human Resources Management (HRM) system.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2024, 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