



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 24-131

July 09, 2024

Introduced: 6/27/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) Appendices A and B to consolidate the Photocopyist classification with the Office Assistant III classification;
- 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, effective July 13, 2024.

RECOMMENDATION:

It is recommended that the Board of Supervisors consider adopting a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) Appendices A and B to consolidate the Photocopyist classification with the Office Assistant III classification;
- 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, effective July 13, 2024.

SUMMARY/DISCUSSION:

The Human Resources Department completed a classification and base wage compensation study of the Photocopyist classification, which was originally established in 1969. Currently, there are two (2) incumbents in the Photocopyist classification.

The classification and base wage analysis of the County's comparable agencies found that, based on the duties performed, none of our ten (10) comparable agencies have a match to the Photocopyist classification. Instead, duties similar to the Photocopyist are assigned to general clerical staff. As a result, the study found that the Photocopyist is no longer utilized within the industry and the work assigned to the current Photocopyist incumbents is more aligned with the County of Monterey's classification of Office Assistant III.

Therefore, it is recommended to consolidate the Photocopyist classification with the Office Assistant III classification as the duties, responsibilities and requirements of the work assigned are sufficiently similar in scope and complexity.

Personnel Policies and Practices Resolution (PPPR) No. 98-394 defines Consolidation of Classes as "... an act whereby classes having similar scope, responsibilities and requirements of education, experience, knowledge, and ability are combined into a single class for the purpose of reorganizing the classification structure. The consolidation of classes has a neutral effect on the employee (i.e. no start of new probationary period, no change in salary step, no change in step advancement date, no loss of

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seniority in class, etc.)”

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Assessor/Recorder-County Clerk 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 recommended action is estimated at \$15,499.53 for the remainder of FY 2024-25 (001-1180-8057-ACR002) or \$16,119.51 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.

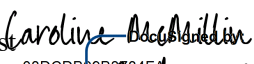

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

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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Approved by: Andreas Pyper, Director of Human Resources

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Attachment:
Resolution