



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 24-030

February 27, 2024

Introduced: 2/9/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt Resolution to:

- a. Amend the Human Resources Department Budget Unit 1060-8402 - Fund 001 - Appropriation Unit HRD001 to reallocate one (1) Associate Personnel Analyst to one (1) Supervising Personnel Analyst as indicated in Attachment A effective February 24, 2024;
- b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget.

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RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a resolution to:

- a. Amend the Human Resources Department Budget Unit 1060-8402 - Fund 001 - Appropriation Unit HRD001 to reallocate one (1) Associate Personnel Analyst to one (1) Supervising Personnel Analyst as indicated in Attachment A effective February 24, 2024;
- b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget.

SUMMARY/DISCUSSION:

The Human Resources Department (HRD) conducts classification, compensation, and organizational studies Countywide (excluding hospital specific job classes at Natividad) as well as other related classification and compensation work. The County Compensation Philosophy was revised in 2021 and since the revision requests for classification and compensation studies have increased exponentially and are at a record historical high. It is critical these studies be conducted to ensure the County workforce is compensated appropriately within the labor market which in turn will position the County to recruit and retain qualified employees.

The Classification and Compensation Unit consists of three (3) Full Time Equivalent (FTE) employees and is overseen by a manager in the Administration Division, in addition to other unrelated assigned duties. The services currently provided by the team are County-wide requests for new or existing classifications, classification studies, organization studies, compensation studies, and the update, creation, and maintenance of over 835 County-wide Classification Specifications. The County's entire classification and compensation plan is in desperate need of review, update, and maintenance. The 3.0 FTE's is inadequate for the vast number of work/requests received, as the amount of work exceeds their capacity to perform it in timely manner. Currently, there are approximately 15 classification and compensation studies in various stages of completion as well as an additional 41 in the queue that still have not been started, with new requests received weekly. Separately, the annual volume of Request to

Classify (RTC) for new and reallocation of positions, during and outside the budget cycle, that are required to be reviewed by the classification and compensation team averages approximately 145 per Fiscal Year, which causes further delays of on-going classification and compensation demands. Based on these numbers the Classification and Compensation Unit, even if the Unit work solely on what we currently have and accept no new requests the Unit would need more than 12 months to work down the current backlog. The lack of staffing impacts all departments as HRD is unable to keep up with the classification and compensation demands and it is impacting employees, labor and management.

A review and analysis of the unit identified the need for a dedicated FTE position to provide day-to-day supervision of the team while also performing the most complex work of the unit. In addition, the position will work with the HR Services Program Manager to identify, develop, and implement methods and techniques for improving processes to optimize efficiency. A review of the identified essential duties, scope of work, complexity, and consequence of error were found to most closely align with the Supervising Personnel Analyst classification.

The Human Resources Department currently has a vacant Associate Personnel Analyst and recommends it be reallocated to a Supervising Personnel Analyst to more appropriately staff the classification and compensation team.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the County Administrative Office have reviewed and concur with this recommendation.

FINANCING:

The salary and benefits increase for the Human Resources Department Budget Unit 1060-8402 - Fund 001 - Appropriation Unit HRD001 for the remainder of FY 2023-24 is approximately \$10,650 or \$27,694 annually and will be absorbed within the department's existing appropriations.

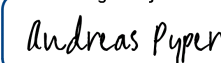
BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented workforce that supports the mission of Monterey County.

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

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Attachments:
Attachment A

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Resolution