



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 22-197

November 08, 2022

Introduced: 10/28/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

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 Assistant classification as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts 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 Assistant classification as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A base wage compensation study of the Medical Assistant classification was requested by the Health Department citing recruitment and retention difficulties. For these reasons, the base wage compensation study was approved by the Human Resources Department.

The base wage analysis of the County's comparable agencies found that based on the duties performed, the salary of the benchmark classification of the Medical Assistant was matched to four (4) of the nine (9) comparable agencies and is approximately 8.14% 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 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 Medical Assistant classification by approximately 8.14% at top step.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee, Health Department, and Natividad Medical Center have reviewed and concur with the recommendation. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

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The salary and benefits increase for the Health Department for the remainder of Fiscal Year 2022-23 is estimated at \$677,246 or \$1,015,869 annualized and will be absorbed within the Health Department's Adopted Budget.

The salary and benefits increase for Natividad for the remainder of Fiscal Year 2022-23 is estimated at \$19,772 or \$29,658 annualized and will be absorbed within Natividad's Adopted Budget.



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: Kim Moore, Assistant Director of Human Resources

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Attachment:
Attachment A
Resolution