



# Monterey County

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## Board Report

Legistar File Number: 17-0802

July 25, 2017

**Introduced:** 7/18/2017

**Version:** 1

**Current Status:** Consent Agenda

**Matter Type:** General Agenda Item

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise Sections A.9.14 Temporary Special Assignment; and B.5.7 Limited Term Employees; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise and retitle Section A.8.9 Emergency Overtime for Exempt Classes to A.8.9 Additional Pay for Exempt Employees; and add Section A.8.9.1 Emergency Overtime for Exempt Classes and add Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employees; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to add to Section V. Definitions two (2) new descriptions of Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee; add Section B.5.8 Management Specialist and Executive Management Specialist Appointments; and
- d. Direct the Human Resources Department to incorporate the changes.

### RECOMMENDATION:

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

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise Sections A.9.14 Temporary Special Assignment; and B.5.7 Limited Term Employees; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise and retitle Section A.8.9 Emergency Overtime for Exempt Classes to A.8.9 Additional Pay for Exempt Employees; and add Section A.8.9.1 Emergency Overtime for Exempt Classes and add Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employees; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to add to Section V. Definitions two (2) new descriptions of Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee; add Section B.5.8 Management Specialist and Executive Management Specialist Appointments; and
- d. Direct the Human Resources Department to incorporate the changes.

### SUMMARY/DISCUSSION:

The Human Resources Department recommends the proposed language revisions and additions to the Personnel Policies and Practices Resolution No. 98-394 (PPPR) to clarify processes and provide guidance for personnel administering compensation and appointments.

### **Additions:**

Under the Section V. Definitions, we propose adding two (2) new definitions: Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee (Attachment A).

The County currently utilizes the Management Specialist and Executive Management Specialist titles in isolated situations when no classifications exist. The Management Specialist and Executive Management Specialist are paid in accordance with the Board of Supervisors approved Salary Schedule. Human Resources recommends adding the definitions of Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee to the PPPR.

Under Section B.5 Appointment, we propose adding a new section of B.5.8 Management Specialist and Executive Management Specialist Appointments (Attachment A). This section outlines the hiring process for a Management Specialist and Executive Management Specialist Appointment. The County Administrative Officer has requested the Human Resources Department to develop Administrative Guidelines for the appropriate use of these appointments.

Under Section A.8.9 Emergency Overtime for Exempt Classes, we are proposing to retitle to A.8.9 Additional Pay for Exempt Employees and add two subsections A.8.9.1 Emergency Overtime for Exempt Classes and A.8.9.2 Declared Local Emergency-Pay for Exempt Employees. Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employee provides clarity and direction as to how appropriate Exempt employees may be compensated during a declared emergency (Attachment B). In recent years, the County has experienced natural disasters that require employees to serve thousands of extra hours each year to assist County residents. This new revision supports the Federal mandate which allows the County to recover and receive reimbursement costs associated with the disaster.

**Revisions:**

Under Section A.9.14 Temporary Special Assignment Pay we propose adding “special projects” which will give Department Heads the ability to assign and compensate an employee temporarily performing work significantly beyond the scope of their classification (Attachment C). The County Administrative Officer has requested the Human Resources Department to develop Administrative Guidelines for the appropriate use of temporary special assignment pay.

Under Section B.5.7 Appointment of Limited Term and Loan Assigned Employees, subsection a. Limited Term Employees, we propose revising this section to address the term of employment and required hiring approval (Attachment D). The County Administrative Officer has requested the Human Resources Department to develop Administrative Guidelines for the appropriate use of these appointments.

The proposed amendments to the PPPR provide additional clarification and are intended to provide transparency for processes and procedures associated with special pays, appointments, and compensation.

OTHER AGENCY INVOLVEMENT:

The Office of the Auditor Controller, County Administrative Office and County Counsel have reviewed Section A.8.9 Declared Emergency-Pay for Exempt Employees and support this action.

The County Administrative Office and County Counsel Office have reviewed the remaining amended sections and support these actions.

FINANCING:

There are no financial impacts related to this action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates HRD's commitment to meet the Board's strategic initiative of attracting, recruiting and retaining a diverse, talented work force that supports the mission of Monterey County.

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

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Attachments:

Resolution

Attachment A: Section V Definitions and Management Specialist and Executive Management Specialist

Attachment B: A.8.9 Additional Pay for Exempt Employees

Attachment C: A.9.14 Temporary Special Assignment Pay

Attachment D: B.5.7 Appointment of Limited Term and Loan Assigned Employees Subsection a. Limited Term Employees

cc: Lew C. Bauman, County Administrative Officer