



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 23-229

December 05, 2023

Introduced: 11/21/2023

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Data Entry Operator I, Park Services Aide I, Mailroom Clerk and Senior Mailroom Clerk, Range Aide and Student Intern classifications to comply with California Senate Bill No. 3 and California Labor Code section 1182.12, increasing the minimum wage to \$16.00/hour at first step and to maintain the spreads within the series where applicable, effective January 1, 2024, as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

RECOMMENDATION:

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

- a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Data Entry Operator I, Park Services Aide I, Mailroom Clerk and Senior Mailroom Clerk, Range Aide and Student Intern classifications to comply with California Senate Bill No. 3 and California Labor Code section 1182.12, increasing the minimum wage to \$16.00/hour at first step and to maintain the spreads within the series where applicable, effective January 1, 2024, as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

On April 4, 2016, California Senate Bill No. 3 was signed into law, which, in part, provides for increases to the California minimum wage as determined by the Department of Finance and California Labor Code section 1182.12. Pursuant to the July 31, 2023, letter from the Department of Finance (Attachment B), the minimum wage shall increase to \$16.00/hour, effective January 1, 2024.

Currently, the first-step base wage rates of five (5) County classifications fall below the new State minimum wage effective January 1, 2024:

<u>Class Code</u>	<u>Classification</u>	<u>Impacted Incumbents</u>	
	<u>Regular/Temporary</u>		
80G01	Data Entry Operator I	0	N/A
80O22	Mailroom Clerk	0	N/A
68C01	Park Services Aide I	0	N/A
68C02	Range Aide	0	N/A
90A01	Student Intern	2	Temporary

Therefore, it is recommended to adjust the salary ranges of the classifications above to \$16.00 per hour at first step and to maintain the spreads within the series effective January 1, 2024.

OTHER AGENCY INVOLVEMENT:

The impacted departments have been apprised of the impact of the legislative wage adjustment.

FINANCING:

The impact of this legislative wage adjustment is approximately \$2,614 for the remainder of FY 2023-24 or \$5,228 annually. The impact by fund is broken down as follows:

- Agricultural Commissioner: \$464
- Public Works, Facilities, and Parks: \$3,632
- Health Department: \$668
- Natividad Medical Center: \$464

All affected departments will work to manage the increase within their FY 2023-24 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 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 work force that supports the mission of Monterey County.

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

Prepared By: Kim Moore, Assistant Director of Human Resources

Approved By: Sonia De La Rosa, County Administrative Officer

Attachment: Attachment A
Attachment B
Resolution

DocuSigned by:

Kimberley Moore

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Sonia De La Rosa

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