



# County of Monterey

## Item No.

### Board Report

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

**Legistar File Number: RES 23-218**

**November 28, 2023**

**Introduced:** 11/17/2023

**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 Office Maintenance Worker as indicated in Attachment A effective December 2, 2023;
- 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.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors consider adopting 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 Office Maintenance Worker as indicated in Attachment A effective December 2, 2023;
- 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.

**SUMMARY/DISCUSSION:**

The Human Resources Department completed a base wage compensation study of the Office Maintenance Worker classification.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the Office Maintenance Worker classification was matched to six (6) of the ten (10) comparable agencies: The Counties of San Luis Obispo, San Mateo, Santa Clara, Santa Cruz and Sonoma and the City of Monterey. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of Alameda, Contra Costa, San Benito, or the City of Salinas. The base wage salary of the Office Maintenance Worker was found to be approximately 6.11% 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.

In accordance with the Compensation Philosophy, the base wage salary of the Office Maintenance Worker classification would need to be adjusted by approximately 6.11% at top step in order to align it with the labor market average.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Departments of Public Works, Facilities, and Parks and Social Services have reviewed and concur with the recommendation. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of this recommendation.

FINANCING:

The estimated impact to the Public Works, Facilities, and Parks Department for the remainder of FY 2023-24 is approximately \$4,855 or \$8,415 annually and \$7,364 or \$12,624 annually for the Social Services Department. The Departments will work to manage the increases within their FY 2023-24 adopted budgets 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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Attachment:  
Attachment A  
Resolution