



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-121

August 05, 2025

Introduced: 7/24/2025

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 Appendices A and B to create the classification of Assistant Director of Housing and Community Development with the salary range as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 Assistant Department Heads Designated to add the Assistant Director of Housing and Community Development;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to change the employee unit of the County Budget Director from Unit ZX to Unit Y as indicated in Attachment A;
- d. 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 consider adopting a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Assistant Director of Housing and Community Development with the salary range as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 Assistant Department Heads Designated to add the Assistant Director of Housing and Community Development;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to change the employee unit of the County Budget Director from Unit ZX to Unit Y as indicated in Attachment A;
- d. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

The Housing and Community Development Department requested that the Human Resources Department study the Department's organizational leadership structure. The study determined that the creation of an Assistant Department Head classification will best meet the operational needs of the organization to assist the Director of Housing and Community Development with planning, administering and directing the day-to-day activities of the Department and to act for the Director in their absence. Therefore, the Human Resources Department recommends creating a new Assistant Director of Housing and Community Development classification.

To establish a salary for this new classification, the Human Resources Department completed a base wage compensation study of our ten (10) market comparable agencies; however, not enough matches were found. Only two (2) matches were found in the County of Santa Cruz and the City of Salinas. The County Compensation Philosophy requires a minimum of three (3) benchmark classification matches with comparable agencies to provide sufficient data for analyzing and determining a base wage comparison. The County Compensation Philosophy further states that, in the absence of sufficient external data comparisons, the County will use internal comparisons to set base wages for classifications. The outcome of the internal comparison analysis of the duties, scope of work, complexity, and consequence of error recommended to set the salary of the new classification 20% below the higher-level classification of Director of Housing and Community Development. Therefore, it is recommended that the salary of this new classification be set at approximately \$19,067 per month at top step.

It is further recommended to amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 Assistant Department Heads Designated to add the classification of Assistant Director of Housing and Community Development. There is also a correction to the alphabetical listing included in the amendment.

The County Budget Director class specification was created in 1989 and last revised in 2007. As part of the regular review process that occurs when opening a recruitment, the class specification was reviewed by the Human Resources Department and County Administrative Office. As a result, it is recommended that the County Budget Director classification be designated as at-will and moved to the Executive Management Unit Y. The position of County Budget Director demands an at-will executive status due to the complex and dynamic nature of the work, coupled with the potential exposure to significant financial risks. An at-will structure provides the flexibility for immediate personnel changes if a budget director's performance or decisions threaten the County's financial stability, ensuring that critical leadership roles are filled by individuals best equipped to handle these complex and high-stakes responsibilities.

For these reasons, it is recommended the Board approve the creation of the Assistant Director of Housing and Community Development, amend PPPR Section A.10.2 Assistant Department Heads Designated to include the newly created classification, and to change the employee unit of the County Budget Director from Unit ZX to Unit Y.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Housing and Community Development Department concur with the recommendations.

FINANCING:

There are no costs associated with creating the classification of Assistant Director of Housing and Community Development. The department will return to the Board to request an allocation at a later date.

The move from Unit ZX to Unit Y for the County Budget Director classification will not result in a salary increase. However, once the position is filled, the incumbent will be eligible for the Unit Y

Automobile Allowance which equates to \$4,500 annually and will be absorbed within the County Administrative Office 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

Prepared by: Kim Moore, Assistant Director of Human Resources

Approved by: Andreas Pyper, Director of Human Resources

Attachments:

Attachment A

Resolution