

..Title

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Finance Manager I-III classifications as indicated in Attachment A effective November 4, 2023;
- b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

..Report

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 ranges of the Finance Manager I-III classifications as indicated in Attachment A effective November 4, 2023;
- b. Direct the Human Resources Department 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 Finance Manager classification series. The Finance Manager series includes the Finance Manager I, Finance Manager II and Finance Manager III classifications.

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 Finance Manager II classification was matched to four (4) of the nine (9) comparable agencies: The Counties of Contra Costa, San Mateo, Santa Clara and Santa Cruz. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of San Benito, San Luis Obispo or Sonoma, nor the Cities of Monterey and Salinas. The base wage salary of the Finance Manager II classification was found to be approximately 10.13% 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 Finance Manager II classification would need to be adjusted by approximately 10.13% at top step, in order to align it with the labor market average and maintain the current spread of the classification series.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Departments of County Administrative Office; County Counsel; District Attorney; Human Resources; Assessor-County Clerk-Recorder; Treasurer/Tax Collector; Information Technology Department; Child Support Services; Public Defender; Sheriff-Coroner; Probation; Agricultural Commissioner's Office; Housing &

Community Development; Public Works, Facilities & Parks; Health; Department of Social Services; Emergency Communications; Emergency Management; and Water Resources Agency have reviewed and concur with the recommendation.

In addition, County Employees Management Association (CEMA) have been provided notice of this recommendation.

FINANCING:

The impact of this base wage analysis is approximately \$377,295 for the remainder of FY 2023-24 or \$565,943 annually. The impact by fund is broken down as follows:

- General Fund: \$274,972
- Road Fund: \$24,239
- Workforce Development Board Fund: \$8,661
- Behavioral Health Fund: \$21,782
- Emergency Communications Fund: \$11,701
- Natividad Medical Center: \$24,239
- Laguna Seca Recreational Area: \$11,701

The budget in seventeen (17) departments in the General Fund will be affected by this cost increase. 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 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: Caroline McMillin, Personnel Analyst

Approved by: Sonia M. De La Rosa, County Administrative Officer

Attachment:

Attachment A

Resolution