



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 23-222

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 ranges of the Auditor-Controller Analyst I-II as indicated in Attachment A, effective December 2, 2023;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Chief Deputy Treasurer-Tax Collector as indicated in Attachment A, effective December 2, 2023;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Chief Deputy Auditor-Controller as indicated in Attachment A, effective December 2, 2023;
- d. 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 ranges of the Auditor-Controller Analyst I-II as indicated in Attachment A, effective December 2, 2023;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Chief Deputy Treasurer-Tax Collector as indicated in Attachment A, effective December 2, 2023;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Chief Deputy Auditor-Controller as indicated in Attachment A, effective December 2, 2023;
- d. 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 base wage compensation studies of the Auditor-Controller Analyst classification series and the Chief Deputy Treasurer-Tax Collector classification. The Auditor-Controller Analyst series includes the Auditor-Controller Analyst I and the Auditor-Controller Analyst II classifications.

The base wage analysis of the County comparable agencies found that, based on the duties performed, the salary of the benchmark classification of Auditor-Controller Analyst I was matched to only one (1) of the nine (9) comparable agencies: The County of Santa Cruz. After a thorough review

and analysis of available data, no comparable matches were identified at the Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, or Sonoma, nor at the Cities of Monterey and Salinas. Therefore, insufficient external matches were identified. In accordance with the Compensation Philosophy, an internal review determined that the Finance Manager I classification is the closest comparison with regard to duties, knowledge, skills, abilities and consequence of error. In addition, the salaries of these two classifications have historically been aligned.

The base wage analysis of the County comparable agencies found that, based on the duties performed, the salary of the benchmark classification of Chief Deputy Treasurer-Tax Collector was matched to only two (2) of the nine (9) comparable agencies: The Counties of San Mateo and Santa Cruz. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of Contra Costa, San Benito, San Luis Obispo, Santa Clara or Sonoma, nor at the Cities of Monterey and Salinas. Therefore, insufficient external matches were identified. In accordance with the Compensation Philosophy, an internal review determined that the Finance Manager III classification is the closest comparison with regard to duties, knowledge, skills, abilities and consequence of error. In addition, the salaries of these two classifications have historically been aligned.

Furthermore, through the implementation analysis of the base wage compensation studies, it was identified that the Chief Deputy Auditor-Controller has historically earned about 10% more than the Chief Deputy Treasurer-Tax Collector classification. In accordance with Section 8 “Internal Comparison” of the County’s Compensation Philosophy, it was determined that it is in the best interest of the County to align the salaries of the Chief Deputy Auditor-Controller, Chief Deputy Treasurer-Tax Collector and the Finance Manager III classifications as these classifications have similarities in the duties, knowledge, skills, abilities, and consequence of error.

For these reasons, the Human Resources Department recommends adjusting the base wage salary of the Auditor-Controller Analyst I/II and Chief Deputy Treasurer-Tax Collector classifications by approximately 10.13% at top step, in order to align them with the base wage salary increase recommended for the Finance Manager series. Additionally, the Human Resources Department recommends adjusting the base wage salary of the Chief Deputy Auditor-Controller by approximately 0.12% at top step, in order to align it with the base wage salary increase recommended for the Chief Deputy Treasurer-Tax Collector and Finance Manager III.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Auditor-Controller’s Office and Treasurer-Tax Collector’s Office have reviewed and concur with the recommendations. In addition, County Employees Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The estimated impact to the Auditor-Controller’s Office for the remainder of FY 2023-24 is approximately \$134,713 or \$202,069 annually. The estimated impact to the Treasurer-Tax Collector’s Office for the remainder of FY 2023-24 is approximately \$37,370 or \$56,055 annually. 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

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presented if they are experiencing budgetary challenges resulting from these cost increases.

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