

..Title

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to adjust the salary ranges of the Bureau Chief, Assistant Bureau Chief, and Operations Manager classifications effective in the current pay period, beginning February 7, 2026, as indicated in Attachment A;
- b. Direct the Human Resources Department and the Auditor Controller's Office 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 and B to adjust the salary ranges of the Bureau Chief, Assistant Bureau Chief, and Operations Manager classifications effective in the current pay period, beginning February 7, 2026, as indicated in Attachment A;
- b. Direct the Human Resources Department and the Auditor Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY:

The Human Resources Department is tasked with providing and monitoring a competitive, fair, equitable, and standardized classification and compensation system. As part of its ongoing responsibility to maintain an accurate and policy compliant classification and compensation structure, the Human Resources Department periodically reviews the County's salary tables to ensure alignment with current labor market conditions and the County's adopted compensation framework. Through this review, Human Resources identified a need to update the published salary ranges for three existing broadband classifications of Bureau Chief, Assistant Bureau Chief, and Operations Manager to ensure the ranges reflect current market data and the intended broadband salary structure.

To support this effort, the Human Resources Department engaged an independent consulting firm to conduct salary surveys and analyze market data for comparable classifications within our County adopted comparable agencies. The results of this analysis were used to evaluate and establish appropriate salary ranges for the affected broadband classifications. This recommended action updates the approved salary ranges only and does not create new classifications or authorize salary increases for incumbents.

DISCUSSION:

On October 4, 2011, the Board of Supervisors approved an action to create the broadband classifications of Bureau Chief and Operations Manager in the Health Department. Subsequently, on July 30, 2013, the Board approved the creation of an additional broadband classification of Assistant Bureau Chief.

As part of a periodic review of the County's salary tables, the Human Resources identified a need to correct the published salary ranges for these three broadband classifications to ensure the broad salary ranges reflect the current labor market, the intended broadband framework, and

continued compliance with County policies and practices.

To support this review, the Human Resources Department contracted with the independent consulting firm of Management Strategies Group, a consulting division of Sloan Sakai Yeung & Wong LLP, to conduct salary surveys and analyze market data for these affected classifications. The results of these surveys were used to determine the appropriate salary ranges for the broadband classifications.

Therefore, the Human Resources Department recommends adopting a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to adjust the broadband salary ranges effective in the current pay period, beginning February 7, 2026, for the classifications of Bureau Chief, Assistant Bureau Chief, and Operations Manager as indicated in Attachment A. This recommended action does not create new classifications or provide salary increases for the incumbents, but instead represents an administrative correction to the salary ranges.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The County Administrative and County Counsel Offices concur with the recommendation. In addition, County Employees Management Association (CEMA) has been provided notice of this recommendation.

FINANCING:

There is no immediate fiscal impact associated with this action.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

The proposed recommended action demonstrates the County's commitment in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- ☐ Well-Being and Quality of Life
- ☐ Sustainable Infrastructure for the Present and Future
- ☐ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☒ Dynamic Organization and Employer of Choice

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Attachments:

Attachment A

Resolution