



# Monterey County

**Item No.**

## Board Report

Board of Supervisors  
Chambers

168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 20-989**

**December 01, 2020**

**Introduced:** 11/23/2020

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

Consider adopting a Resolution to:

- a. Amend the FY 2020-21 Human Resources Department Adopted Budget (001-1060-8401 -HRD001) to add one 1.0 FTE Human Resources Program Manager as indicated in Attachment A (4/5ths vote required);
- b. Authorize and direct the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations in the Human Resources Department (001-8401-HRD001) by \$94,587, funded out of contingencies (4/5ths vote required);
- c. Authorize and direct the Auditor-Controller to decrease contingencies (001-8034-CAO020) by \$94,587 (4/5ths vote required); and
- d. Authorize and direct the Auditor-Controller and County Administrative Office to incorporate these changes in the FY 2020-21 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Amend the FY 2020-21 Human Resources Department Adopted Budget (001-1060-8401 -HRD001) to add one 1.0 FTE Human Resources Program Manager as indicated in Attachment A (4/5ths vote required);
- b. Authorize and direct Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations in the Human Resources Department (001-8401-HRD001) by \$94,587, funded out of contingencies (4/5ths vote required);
- c. Authorize and direct the Auditor-Controller to decrease contingencies (001-8034-CAO020) by \$94,587 (4/5ths vote required); and
- d. Authorize and direct the Auditor-Controller and County Administrative Office to incorporate these changes in the FY 2020-21 Adopted Budget.

**SUMMARY/DISCUSSION:**

The Human Resources Department is requesting to add one 1.0 FTE Human Resources Program Manager in the Employee and Labor Relations Division.

Due to budget constraints in FY 2019-20, the Human Resources (HR) Program Manger position in the Labor Relations Unit was eliminated at the end of FY 2018-19. The Human Resources Department's Employee and Labor Relations Division requires a HR Program Manager to oversee the Labor Relations Unit. The HR Program Manager will serve as Chief Negotiator and oversee the negotiation and program functions necessary to manage a comprehensive labor relations program.

Due to the elimination of the HR Program Manager, the staffing in the Labor Relations Unit is comprised of one Senior Personnel Analyst and one Associate Personnel Analyst and is not sufficient to support the complex functions that need to be accomplished for the County. The County will shortly begin negotiations with all 17 bargaining units including SEIU, the largest employee group in the County. Currently the Senior Personnel Analyst in Labor Relations is receiving Special Assignment Pay in order to perform some of the higher-level duties as the complexity of the work requires the level of an HR Program Manager to manage the function.

In November 2018 the County of Monterey contracted with an outside vendor for legal consulting services during labor negotiations. This contract is in the amount of \$325,000, out of which \$238,992 has been spent to date. Having a HR Program Manager to serve as Chief Negotiator will decrease the need of hiring an outside vendor to assist at every labor negotiations table as well as provide an internal promotional opportunity.

In addition, the HR Program Manager will administer and manage labor contracts, provide interpretation of labor contracts, oversee processes for review and resolution of employee grievances, advise Director of Human Resources on sensitive labor and employee relations matters, and provide information on complex labor relations matters to the Board of Supervisors as necessary.

It is therefore recommended the Board of Supervisors approve the above recommended actions to add one 1.0 FTE Human Resources Program Manager.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and County Counsel have reviewed the recommendations. This request was supported by the Budget Committee during their meeting on November 19, 2020.

FINANCING:

The annualized cost of a new HR Program Manager position in FY 2020-21 is \$189,174. Funding required for this new position from January to June 2021 is \$94,587. The Human Resources Department requests an appropriation increase of \$94,587 to cover the new position, financed by an additional general fund contribution of \$94,587 funded out of contingencies.

Future year personnel costs for the new position will be included in the department's requested 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

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Approved by: Irma Ramirez-Bough, Director of Human Resources

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Attachments:

Board Report

Attachment A

Resolution