



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

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

Legistar File Number: RES 23-243

January 09, 2024

Introduced: 12/19/2023

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 Appendices A and B to create the classification of Assistant Deputy Director Social Services with the salary range as indicated in Attachment A effective January 13, 2024;
- b. Direct the County Administrative Office, Auditor-Controller, and 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 Appendixes A and B to create the classification of Assistant Deputy Director Social Services with the salary range as indicated in Attachment A effective January 13, 2024;
- b. Direct the County Administrative Office, Auditor-Controller, and Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

The Department of Social Services requested that the Human Resources Department study the department's organizational structure. The organizational study determined that the creation of an additional layer of management-level staff will best meet the operational needs of the organization within two of the larger and more complex branches: Family and Children's Services and/or Community Benefits to assist with planning, implementing, coordinating, and directing the branches, and to act for the Deputy Director in their absence. Therefore, the Human Resources Department recommends creating a new Assistant Deputy Director Social Services 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 Counties of Contra Costa and Santa Cruz. 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 internal comparison analysis of the duties, scope of work, complexity, and consequence of error did not yield any similarly situated classifications in the County of Monterey. Therefore, it is recommended to set the salary between that of the Deputy Director Social Services and the Program Manager II salary ranges. This will result in approximately a 15% spread between the higher level classification of Deputy Director Social Services and approximately a 15% spread

between the lower level classification of Program Manager II.

In accordance with the County’s Compensation Philosophy, the County of Monterey is committed to providing its employees with competitive compensation in order to attract and retain the highest quality employees to serve the community. Therefore, the Human Resources Department recommends that the Board of Supervisors support the recommended actions to ensure that the future incumbent is compensated commensurate to their position. Therefore, it is recommended that the salary of this new classification be set at approximately \$13,347 per month at top step.

OTHER AGENCY INVOLVEMENT:

The Department of Social Services has reviewed and concurs with the recommendation.

FINANCING:

There is no impact to the County General Fund by creating this classification at this time. The Department of Social Services plans to request an allocation through the fiscal year 2024-25 budget process.

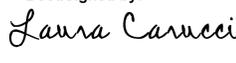
BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

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