



Monterey County

Item No.

Board Report

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

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a. Authorize advance step placement of Lawanda Janine Bouyea at Step 5 of the Hospital Assistant Administrator salary range in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1, A.1.11.4 and A.1.11.5, effective May 26, 2018.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Authorize advance step placement of Lawanda Janine Bouyea at Step 5 of the Hospital Assistant Administrator salary range in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1, A.1.11.4 and A.1.11.5, effective May 26, 2018.

SUMMARY/DISCUSSION:

Natividad is seeking approval to place Ms. Janine Bouyea at step 5 of the salary range of Hospital Assistant Administrator classification, which is in Unit Y.

Placement at advanced step may be requested to compensate employees commensurate with their specialized knowledge, skills, experience, and recognition of their current compensation. Pursuant to the provisions of the PPPR #98-394, Board of Supervisors' approval is required to authorize placement above Step 3 in the Unit Y.

By way of background, in June 2020, the Human Resources Department hired Cooperative Personnel Services Consulting services to conduct a classification study on the Natividad Human Resources Administrator position. The incumbent, Ms. Janine Bouyea has been performing the full scope of the HR Administrator duties, in addition to managing Hospital Education, Staffing-Resources Department, Payroll, Employee Health, Volunteer Auxiliary, Spiritual Care Services, Records & Retention and Employee Safety since 2010 and received temporary special assignment pay for performing the additional duties. In May of 2018, Dr. Gary Gray, Natividad Chief Executive Officer placed Ms. Bouyea to serve as acting Hospital Assistant Administrator.

The Director of Human Resources Ms. Irma Ramirez-Bough recommended that Ms. Bouyea be reclassified to the position of Hospital Assistant Administrator.

Ms. Bouyea started as a Personnel Technician in the Human Resources Department in January of 1998 and transferred to Natividad as a Personnel Analyst in August of 1999. During her first year at Natividad Ms. Bouyea was nominated by NMC CEO David Small for Monterey County Employee

of the Year. Ms. Bouyea was subsequently promoted to the position of NMC HR Administrator in 2003, after acting in the position for more than 2 years and has been a part of the Hospital Executive Management Team since 2003. Ms. Bouyea ensures that the Natividad Human Resources Department provides outstanding support and service to Natividad and the Community.

Ms. Bouyea graduated from Monterey High School, holds a Bachelor of Science degree in Human Resource Management from San Jose State University, a Master of Science in Human Resource Management from Golden Gate University and is Certified as an HR Professional with the Society for Human Resource Management.

The request for step 5 for Ms. Bouyea is justified by her more than 24 years of experience, knowledge, skills and ability in Human Resources, 21 years of which have been at Natividad. In addition, Ms. Bouyea has more than 10 years of hospital operational experience, knowledge, skills and ability in administrative oversight of various operational departments outside of Human Resources. Ms. Bouyea has realized savings in the millions of dollars for her innovative ideas, to include: 1) Implementation of the Kronos Time Keeping System, 2) Development of the Staffing-Resources Department, 3) Development of the Records & Retention Department and 4) Oversight of the Patient Transportation Department. She continues to strive to make Natividad the employer of choice in Monterey County and is an asset to our organization.

In conclusion, in determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for each position were considered. Salary recommendations and appropriate effective date have been made in accordance with the County's PPPR Sections A.1.11.1, A.1.11.4 and A.1.11.5. These sections provide for appointment at a higher salary step for reasons including credit for direct work experience and employee negotiation.

Considering all these factors, it is recommended that Ms. Lawanda Janine Bouyea be placed at Step 5 of salary range of the Hospital Assistant Administrator classification.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and the County Human Resources Department have reviewed this report.

FINANCING:

The Hospital Assistant Administrator position was included the adopted budget for Natividad for FY 18-19, FY 19-20 and FY 20-21. This action does not impact the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended action supports the Board of Supervisors administration strategic initiative. The recommended action will allow the hospital executive team to continue to fulfill its strategic plan as it relates to employee and operational services needed to provide the community with the highest quality care.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Dr. Gary R. Gray, Chief Executive Officer, 783-2504

Attachment:
Board Report

Dr. Gary R. Gray
Dr. Gary R. Gray, Chief Executive Officer

12/21/20
Date