

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

Resolution No.: 22-048

PPPR Control No. 22-006)

HRM Control No. 22-006)

Adopts 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 Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative classification series as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

WHEREAS, A base wage compensation study of the Administrative Analyst classification series was requested by the County Administrative Office-Budget & Analysis Division; and

WHEREAS, the Administrative Analyst series has historically been tied in base wages with other existing classifications/series across the County and the study was expanded to analyze the base wages of the aligned benchmark classifications in order to determine if the base wages should remain aligned or should be adjusted based on the market average of the County’s comparable agencies; and

WHEREAS, the Human Resources Department conducted base wage compensation analysis of the County comparable agencies and found that based on the duties performed, the salary of the benchmark classifications of Associate Administrative Analyst, Associate Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative II were found to be more than 5.00% below the market average; and

WHEREAS, to promote the Human Resources Department’s mission to make the County the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County’s philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards; and

WHEREAS, the Human Resources Department recommends adjusting the base wages of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative series at top step by the approximate percentage identified and to maintain the spread of the classification series as indicated in Attachment A; and

WHEREAS, to implement the recommendations, the actions require the Personnel Policies and Practices Resolution No. 98-394 Appendix A to be amended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

- 1. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the base wage salary ranges of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative classification series as indicated below:

Adjust base wage salary ranges of the Administrative Analyst Series as indicated below:

Classification Title: Administrative Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$35.340	\$37.284	\$39.335	\$41.498	\$43.780	\$45.969	\$48.268	14A01	03	P	8810	X	E
\$2,827.24	\$2,982.73	\$3,146.77	\$3,319.83	\$3,502.41	\$3,677.53	\$3,861.41						
\$6,126	\$6,463	\$6,818	\$7,193	\$7,589	\$7,968	\$8,366						

*provided for information purposes only

Classification Title: Associate Administrative Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$40.634	\$42.869	\$45.226	\$47.713	\$50.338	\$52.854	\$55.497	14A20	03	P	8810	X	E
\$3,250.71	\$3,429.48	\$3,618.10	\$3,817.08	\$4,027.01	\$4,228.36	\$4,439.78						
\$7,043	\$7,431	\$7,839	\$8,270	\$8,725	\$9,161	\$9,620						

*provided for information purposes only

Classification Title: Senior Administrative Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$43.790	\$46.198	\$48.739	\$51.420	\$54.247	\$56.960	\$59.808	14A22	03	P	8810	X	E
\$3,503.20	\$3,695.86	\$3,899.12	\$4,113.56	\$4,339.80	\$4,556.79	\$4,784.63						
\$7,590	\$8,008	\$8,448	\$8,913	\$9,403	\$9,873	\$10,367						

*provided for information purposes only

Classification Title: Supervising Administrative Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$48.152	\$50.800	\$53.594	\$56.542	\$59.652	\$62.634	\$65.766	14A27	03	P	8810	X	E
\$3,852.18	\$4,064.04	\$4,287.55	\$4,523.35	\$4,772.12	\$5,010.73	\$5,261.26						
\$8,346	\$8,805	\$9,290	\$9,801	\$10,340	\$10,857	\$11,399						

*provided for information purposes only

Classification Title: Principal Administrative Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$54.609	\$57.612	\$60.781	\$64.124	\$67.650	\$71.033	\$74.584	14A23	03	P	8810	X	E
\$4,368.72	\$4,608.98	\$4,862.46	\$5,129.89	\$5,412.01	\$5,682.61	\$5,966.74						
\$9,466	\$9,986	\$10,535	\$11,115	\$11,726	\$12,312	\$12,928						

*provided for information purposes only

Adjust base wage salary ranges of the Personnel Analyst Series as indicated below:

Classification Title: Personnel Technician-Confidential							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$27.233	\$28.731	\$30.311	\$31.978	\$33.737	\$35.424	\$37.195	14H03	14	PP	8810	Z	N
\$2,178.68	\$2,298.50	\$2,424.91	\$2,558.27	\$2,698.97	\$2,833.92	\$2,975.61						
\$4,720	\$4,980	\$5,254	\$5,543	\$5,848	\$6,140	\$6,447						

*provided for information purposes only

Classification Title: Personnel Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$34.058	\$35.931	\$37.907	\$39.991	\$42.191	\$44.300	\$46.515	14B01	03	P	8810	X	E
\$2,724.61	\$2,874.45	\$3,032.54	\$3,199.32	\$3,375.27	\$3,544.04	\$3,721.24						
\$5,903	\$6,228	\$6,571	\$6,932	\$7,313	\$7,679	\$8,063						

*provided for information purposes only

Classification Title: Associate Personnel Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$39.159	\$41.312	\$43.584	\$45.981	\$48.510	\$50.936	\$53.483	14B21	03	P	8810	X	E
\$3,132.70	\$3,304.99	\$3,486.76	\$3,678.52	\$3,880.82	\$4,074.86	\$4,278.61						
\$6,788	\$7,161	\$7,555	\$7,970	\$8,408	\$8,829	\$9,270						

*provided for information purposes only

Classification Title: Senior Personnel Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$42.200	\$44.521	\$46.970	\$49.553	\$52.278	\$54.892	\$57.637	14B32	03	P	8810	X	E
\$3,376.03	\$3,561.70	\$3,757.58	\$3,964.24	\$4,182.26	\$4,391.37	\$4,610.94						
\$7,315	\$7,717	\$8,141	\$8,589	\$9,062	\$9,515	\$9,990						

*provided for information purposes only

Classification Title: Supervising Personnel Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$46.404	\$48.956	\$51.649	\$54.489	\$57.486	\$60.360	\$63.378	14B28	03	P	8810	X	E
\$3,712.34	\$3,916.51	\$4,131.91	\$4,359.15	\$4,598.89	\$4,828.83	\$5,070.28						
\$8,043	\$8,486	\$8,952	\$9,445	\$9,964	\$10,462	\$10,986						

*provided for information purposes only

Classification Title: Human Resources Program Manager							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$52.627	\$55.521	\$58.574	\$61.796	\$65.194	\$68.454	\$71.877	14M61	03	P	8810	X	E
\$4,210.13	\$4,441.67	\$4,685.95	\$4,943.67	\$5,215.55	\$5,476.33	\$5,750.15						
\$9,122	\$9,624	\$10,153	\$10,711	\$11,300	\$11,865	\$12,459						

*provided for information purposes only

Classification Title: Departmental Human Resources Manager							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$52.627	\$55.521	\$58.574	\$61.796	\$65.194	\$68.454	\$71.877	14B66	03	OA	8810	X	E
\$4,210.13	\$4,441.67	\$4,685.95	\$4,943.67	\$5,215.55	\$5,476.33	\$5,750.15						
\$9,122	\$9,624	\$10,153	\$10,711	\$11,300	\$11,865	\$12,459						

*provided for information purposes only

Classification Title: Departmental Human Resources Manager-Merit Systems							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$52.627	\$55.521	\$58.574	\$61.796	\$65.194	\$68.454	\$71.877	14B51	03	P	8810	X	E
\$4,210.13	\$4,441.67	\$4,685.95	\$4,943.67	\$5,215.55	\$5,476.33	\$5,750.15						
\$9,122	\$9,624	\$10,153	\$10,711	\$11,300	\$11,865	\$12,459						

*provided for information purposes only

Adjust base wage salary ranges of the Risk & Benefits Analyst Series as indicated below:

Classification Title: Risk & Benefits Specialist-Confidential							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$26.990	\$28.474	\$30.040	\$31.692	\$33.435	\$35.107	\$36.862	14B60	13	PP	8810	Z	N
\$2,159.19	\$2,277.94	\$2,403.22	\$2,535.39	\$2,674.82	\$2,808.57	\$2,948.99						
\$4,678	\$4,936	\$5,207	\$5,493	\$5,795	\$6,085	\$6,389						

*provided for information purposes only

Classification Title: Risk & Benefits Analyst							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$33.753	\$35.609	\$37.568	\$39.634	\$41.813	\$43.904	\$46.099	14B61	03	P	8810	X	E
\$2,700.23	\$2,848.74	\$3,005.41	\$3,170.70	\$3,345.08	\$3,512.33	\$3,687.95						
\$5,851	\$6,172	\$6,512	\$6,870	\$7,248	\$7,610	\$7,991						

*provided for information purposes only

Classification Title: Associate Risk & Benefits Analyst													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$38.808	\$40.943	\$43.195	\$45.570	\$48.076	\$50.480	\$53.004	14B62	03	P	8810	X	E	
\$3,104.68	\$3,275.42	\$3,455.56	\$3,645.61	\$3,846.10	\$4,038.41	\$4,240.33							
\$6,727	\$7,097	\$7,487	\$7,899	\$8,333	\$8,750	\$9,187							

*provided for information purposes only

Classification Title: Senior Risk & Benefits Analyst													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$41.823	\$44.123	\$46.550	\$49.110	\$51.811	\$54.401	\$57.121	14B63	03	P	8810	X	E	
\$3,345.82	\$3,529.84	\$3,723.97	\$3,928.77	\$4,144.84	\$4,352.09	\$4,569.69							
\$7,249	\$7,648	\$8,069	\$8,512	\$8,980	\$9,430	\$9,901							

*provided for information purposes only

Classification Title: Supervising Risk & Benefits Analyst													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$45.989	\$48.518	\$51.187	\$54.002	\$56.972	\$59.820	\$62.811	14B65	03	P	8810	X	E	
\$3,679.13	\$3,881.47	\$4,094.94	\$4,320.15	\$4,557.75	\$4,785.63	\$5,024.92							
\$7,971	\$8,410	\$8,872	\$9,360	\$9,875	\$10,369	\$10,887							

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Classification Title: Principal Risk Management Analyst													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$52.156	\$55.024	\$58.050	\$61.243	\$64.611	\$67.842	\$71.234	14B64	03	P	8810	X	E	
\$4,172.46	\$4,401.94	\$4,644.03	\$4,899.44	\$5,168.89	\$5,427.34	\$5,698.70							
\$9,040	\$9,538	\$10,062	\$10,615	\$11,199	\$11,759	\$12,347							

*provided for information purposes only

Adjust base wage salary ranges of the Employee Relations Representative Series as indicated below:

Classification Title: Employee Relations Representative I													
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*	
\$35.860	\$37.832	\$39.913	\$42.108	\$44.424	\$46.645	\$48.977	14B02	03	P	8810	X	E	
\$2,868.80	\$3,026.58	\$3,193.03	\$3,368.64	\$3,553.91	\$3,731.60	\$3,918.18							
\$6,216	\$6,558	\$6,918	\$7,299	\$7,700	\$8,085	\$8,489							

*provided for information purposes only

Classification Title: Employee Relations Representative II							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$41.231	\$43.499	\$45.891	\$48.415	\$51.078	\$53.632	\$56.313	14B22	03	P	8810	X	E
\$3,298.50	\$3,479.90	\$3,671.29	\$3,873.20	\$4,086.21	\$4,290.52	\$4,505.05						
\$7,147	\$7,540	\$7,954	\$8,392	\$8,853	\$9,296	\$9,761						

*provided for information purposes only

Classification Title: Senior Employee Relations Representative							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$44.434	\$46.877	\$49.456	\$52.176	\$55.045	\$57.797	\$60.687	14B24	03	P	8810	X	E
\$3,554.70	\$3,750.20	\$3,956.45	\$4,174.04	\$4,403.60	\$4,623.78	\$4,854.97						
\$7,702	\$8,125	\$8,572	\$9,044	\$9,541	\$10,018	\$10,519						

*provided for information purposes only

Classification Title: Supervising Employee Relations Representative							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$48.860	\$51.547	\$54.382	\$57.373	\$60.529	\$63.555	\$66.733	14B30	03	P	8810	X	E
\$3,908.81	\$4,123.79	\$4,350.58	\$4,589.85	\$4,842.28	\$5,084.39	\$5,338.61						
\$8,469	\$8,935	\$9,426	\$9,945	\$10,492	\$11,016	\$11,567						

*provided for information purposes only

2. The Human Resources Department is directed to implement the changes in the Advantage HRM system.

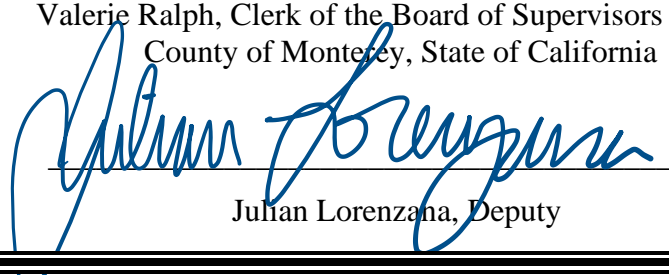
PASSED AND ADOPTED on this 8th day of February 2022, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams
 NOES: None
 ABSENT: None
 (Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting February 8, 2022.

Dated: February 14, 2022
 File ID: RES 22-030
 Agenda Item No.: 44

Valerie Ralph, Clerk of the Board of Supervisors
 County of Monterey, State of California



Julian Lorenzana, Deputy