



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 25-106

July 08, 2025

Introduced: 6/25/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to

- a. Retitle the Contracts and Purchasing division of the County Administrative Office to Contracts and Procurement to more accurately reflect the work of the division;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the Contracts and Purchasing Officer to Chief Contracts and Procurement Officer with the salary range as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Deputy Contracts and Procurement Officer I, Deputy Contracts and Procurement Officer II and Senior Deputy Contracts and Procurement Officer with the salary ranges as indicated in Attachment A;
- d. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Buyer IIs to three (3) Deputy Contracts and Procurement Officer Is as indicated in Attachment A;
- e. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst I to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A;
- f. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst II to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A;
- g. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Management Analyst IIIs to three (3) Senior Deputy Contracts and Procurement Officers as indicated in Attachment A;
- h. Amend the FY 2025-26 Adopted Budget for the County Administrative Office - Contracts & Purchasing (001-1050-CAO002-8047) to increase appropriations by \$149,566, financed by a decrease in appropriations of \$149,566 in Contingencies (001-1050-CAO020-8034);
- i. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the 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. Retitle the Contracts and Purchasing division of the County Administrative Office to Contracts and Procurement to more accurately reflect the work of the division;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B

- to retitle the Contracts and Purchasing Officer to Chief Contracts and Procurement Officer with the salary range as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Deputy Contracts and Procurement Officer I, Deputy Contracts and Procurement Officer II and Senior Deputy Contracts and Procurement Officer with the salary ranges as indicated in Attachment A;
 - d. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Buyer IIs to three (3) Deputy Contracts and Procurement Officer Is as indicated in Attachment A;
 - e. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst I to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A;
 - f. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of one (1) Management Analyst II to one (1) Deputy Contracts and Procurement Officer II as indicated in Attachment A;
 - g. Amend the County Administrative Office - Contracts & Purchasing Budget Unit (001-1050-CAO002-8047) to reallocate and to approve the reclassification of three (3) Management Analyst IIIs to three (3) Senior Deputy Contracts and Procurement Officers as indicated in Attachment A;
 - h. Amend the FY 2024-25 Adopted Budget for the County Administrative Office - Contracts & Purchasing (001-1050-CAO002-8047) to increase appropriations by \$149,566, financed by a decrease in appropriations of \$149,566 in Contingencies (001-1050-CAO020-8034);
 - i. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2025-26 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

The Human Resources Department contracted with independent consulting firm Management Strategies Group, a division of Sloan Sakai Yeung & Wong LLP, to conduct an organizational review of the County Administrative Office Contracts/Purchasing Division structure and a classification study of the positions within the Division. The objective of the study was to determine if the Division is appropriately placed within the County structure and to determine if the positions are appropriately classified, and if not, to recommend the proper structure for the Division and identify classifications and base wage salary ranges, that accurately reflect the duties currently assigned to the incumbents.

After a thorough review and analysis of the County's structure and those of the County's Board approved comparable agencies, independent consulting firm Management Strategies Group reports that the Division structure is appropriately placed within the County Administrative Office and recommends changing the title of 'Contracts and Purchasing' to 'Contracts and Procurement' as Purchasing is indicative of more short-term goals while procurement is enveloped in a more long-term strategy for an agency.

Management Strategies Group further reports that the analysis indicates the Contracts and

Purchasing Officer classification reflects the duties and responsibilities that the incumbent is currently performing, however, it is recommended that the title be changed to Chief Contracts and Procurement Officer. In addition, the analysis indicates that the Buyers and Management Analyst classifications do not accurately reflect the duties and responsibilities that the incumbents in the Contracts and Purchasing division are currently performing and, given the scope of work, complexity, and consequence of error, recommends that classifications of Deputy Contracts and Procurement Officer I, II and Senior Deputy Contracts and Procurement Officer be created and incumbents reclassified to more accurately reflect the duties being performed.

To establish the base salary for these new classifications/series, the independent consultant completed a base wage compensation analysis of our ten (10) market comparable agencies and found that none of the County of Monterey's comparable agencies match that of the County of Monterey. While some agencies have centralized purchasing structures, none of the comparable agencies handle the variety of work done within the Contracts and Purchasing Division in the County Administrative Office.

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 independent consultant conducted an internal comparison analysis of the duties, scope, occupational orientation, and qualifications of similarly situated classifications in the County of Monterey which resulted in similarities between the Contracts and Purchasing Officer and the Hospital Purchasing & Materials Support Director at Natividad Medical Center. The independent consultant also recommended appropriate salary spreads between the proposed Chief Contracts and Procurement Officer and the recommended Deputy Contracts and Procurement Officer classifications/series.

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 and County Administrative Office concurs with the recommendations of the independent consultant and recommends that the Board of Supervisors support the recommended actions to ensure incumbents are classified and compensated commensurate to the job being performed.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations. In addition, the County Employee Management Association (CEMA) and Services Employees International Union (SEIU) have been provided notice of these recommendations. The Chair of the Budget Committee has approved these recommendations to proceed directly to the Board of Supervisors for consideration.

FINANCING:

The increase resulting from the creation of these new classifications was not included in the FY 2025-26 Adopted Budget. The FY 2025-26 annualized position cost increase is \$149,566. The

department is seeking Contingencies to finance the increase in FY 2025-26. The department will address the increase in FY 2026-27 during budget development.

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

Prepared by: Wendell Sells, Supervising Human Resources Analyst
Approved by: Sonia De La Rosa, County Administrative Officer
Approved by: Andreas Pyper, Director of Human Resources

Attachment:
Attachment A
Resolution