



Monterey County

Item No.

Board Report

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

Legistar File Number: RES 22-026

February 01, 2022

Introduced: 1/26/2022

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 Appendix A and B to create the classification of County Homeless Services Director with the salary range as indicated in Attachment A;
- b. Amend the County Administrative Office Budget 1050-CAO004 Unit 8054 to add one (1) FTE allocation of County Homeless Services Director as indicated in Attachment A;
- c. Direct the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

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

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of County Homeless Services Director with the salary range as indicated in Attachment A;
- b. Amend the County Administrative Office Budget 1050-CAO004 Unit 8054 to add one (1) FTE allocation of County Homeless Services Director as indicated in Attachment A;
- c. Direct the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

Referral No. 2021.23 was submitted by Supervisor Alejo on October 29, 2021 and assigned by the County Administrative Office on November 2, 2021. The referral seeks to create a new management position of Director of Homeless Strategies and Solutions to provide a full time position whose function would be to develop, coordinate and implement strategies to address homelessness in Monterey County. This would include internal as well as external coordination. A preliminary analysis report was presented to the Board of Supervisors on December 7, 2021 and a status update on January 25, 2022.

The preliminary analysis report which was accepted by the Board of Supervisors had two components. One was to work with the Human Resources Department to create preliminary job duties for the position, class specification and salary range. The second component was to engage an outside consultant to provide recommendations to the County Administrative Office on best organizational placement for this position, coordinating the County's multi departmental response to homelessness, coordinating efforts with external stakeholders and advise on potential funding sources

for this new position in recognition of State funding which may be available.

The Human Resources Department conducted a classification and labor market study with the County’s comparable agencies and identified four (4) counties with classifications that are responsible for strategic homeless services. Therefore, the County Homeless Services Director is recommended to be created with the salary range as indicated in Attachment A, based on the labor market average of our comparable agencies.

In addition, staff has engaged Citygate Associates LLC to perform the organizational and funding analysis. Citygate’s work will commence on January 17, 2022; staff envisions a parallel track in which the recruitment for this new position will begin as soon as possible after approval by the Board of Supervisors with the hope that the position will be filled by a highly qualified person expeditiously. The recommendations from the Citygate analysis will be used to identify outside funding and to fine tune organizational placement going forward.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the County Administrative Office have reviewed and concur with the recommendations.

FINANCING:

The annualized salary and benefits at step 7 of the County Homeless Services Director classification is approximately \$211,060.

If the Board wishes to open a recruitment for this position as soon as possible, a funding source will need to be identified. This would most likely be from Cannabis assignment. It is possible that State funding could offset this funding source, but it is likely that State funding will be limited term. Staff has asked that Citygate prioritize the funding analysis and it is expected to be in the mid-March 2022 time frame. The full Citygate analysis will be complete by June 2022.


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

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Attachments:

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Attachment A
Resolution