

*Before the Board of Supervisors  
County of Monterey, State of California*

**Resolution No.: 24-281**

PPPR Control No. 24-030 )

HRM Control No. 24-030 )

Adopts a Resolution to: )

- a. Memorialize the amendment of Personnel Policies and Practices Resolution (PPPR) )  
No. 98-394 Appendix A to adjust the base wage salary ranges of the Victim Assistance )  
Advocate, Victim/Witness Assistance Program Coordinator, and Victim/Witness )  
Assistance Program Manager classifications as indicated in Attachment A effective the )  
first full pay period of Fiscal Year 2024-25; )
- b. Memorialize the amendment of Personnel Policies and Practices Resolution (PPPR) )  
No. 98-394 Appendix A to adjust the base wage salary range of the Recorder Services )  
Supervisor classification as indicated in Attachment A effective the first full pay period )  
of Fiscal Year 2024-25; )
- c. Memorialize the amendment of Personnel Policies and Practices Resolution (PPPR) )  
No. 98-394 Appendix A to adjust the base wage salary ranges of the Departmental )  
Information Systems Manager I-II classifications as indicated in Attachment A effective )  
the first full pay period of Fiscal Year 2024-25; )
- d. Direct the Human Resources Department, County Administrative Office, and )  
Auditor-Controller's Office to implement the changes in the Advantage Human )  
Resources Management (HRM) system. )

**WHEREAS**, effective Fiscal Year 2024-25, the Human Resources Department in partnership with the County Administrative Office, implemented a new process for aligning the implementation of completed base wage compensation studies with the County's budget adoption process; and

**WHEREAS**, on June 20, 2024, the County Board of Supervisors adopted a resolution approving the Fiscal Year 2024-25 Budget for the County of Monterey which included base wage compensation salary adjustments for six (6) classifications; and

**WHEREAS**, the Human Resources Department conducted a base wage compensation study of the Victim Assistance Advocate classification which determined that they were approximately 8.38% below the mean of the County's comparable agencies and is recommended to be adjusted by the approximate percentage identified at top step; and

**WHEREAS**, the Human Resources Department conducted a base wage compensation study of the Victim/Witness Assistance Program Coordinator classification which determined that they were approximately 8.83% below the mean of the County's comparable agencies and is recommended to be adjusted by the approximate percentage identified at top step; and

**WHEREAS**, the Human Resources Department conducted a base wage compensation study of the Victim/Witness Assistance Program Manager classification which determined that they were approximately 8.33% below the mean of the County's comparable agencies and is recommended to be adjusted by the approximate percentage identified at top step; and



**WHEREAS**, the Human Resources Department conducted a base wage compensation study of the Recorder Services Supervisor classification which determined that they were approximately 24.37% below the mean of the County's comparable agencies and is recommended to be adjusted by the approximate percentage identified at top step; and

**WHEREAS**, the Human Resources Department conducted a base wage compensation study of the Departmental Information Systems Manager II classification which determined that they were approximately 9.86% below the mean of the County's comparable agencies and is recommended to be adjusted by the approximate percentage identified at top step and to maintain the spread in the series; and

**WHEREAS**, while implementing the Fiscal Year 2024-25 salary rate increases in the Advantage Human Resources Management (HRM) System, staff became aware the Resolution adopting the Fiscal Year 2024-25 County Budget did not include language amending the Personnel Policies and Practices Resolution (PPPR) to adjust the salary ranges of the impacted classifications; and

**WHEREAS**, the Human Resources Department recommended adopting a resolution to memorialize the salary increases for the six (6) classifications that were effective the first full pay period of the new fiscal year as part of the budget adoption; and

**WHEREAS**, to implement the recommendation, the action requires 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 salary range of the Victim Assistance Advocate, Victim/Witness Assistance Program Coordinator, and Victim/Witness Assistance Program Manager classifications as indicated below, effective the first full pay period of Fiscal Year 2024-25:

<u>Classification Title: Victim Assistance Advocate</u>							Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$26.858	\$28.335	\$29.893	\$31.537	\$33.272	\$34.935	\$36.682	60K02	13	PP	9410	J	N
\$2,148.61	\$2,266.78	\$2,391.45	\$2,522.97	\$2,661.73	\$2,794.81	\$2,934.55						
\$4,655	\$4,911	\$5,181	\$5,466	\$5,767	\$6,055	\$6,358						

\*Provided for information purposes only.



<u>Classification Title: Victim/Witness Assistance Program Coordinator</u>							Class Code	WG*	EEO Cat*	W/C *	BU	FLSA Code*
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$32.435	\$34.219	\$36.101	\$38.086	\$40.181	\$42.190	\$44.299	60K03	13	PP	9410	F	N
\$2,594.80	\$2,737.51	\$2,888.06	\$3,046.90	\$3,214.47	\$3,375.19	\$3,543.95						
\$5,622	\$5,931	\$6,257	\$6,602	\$6,965	\$7,313	\$7,679						

\*Provided for information purposes only.

<u>Classification Title: Victim/Witness Assistance Program Manager</u>							Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$42.380	\$44.711	\$47.170	\$49.764	\$52.501	\$55.126	\$57.882	14C87	03	P	8810	X	E
\$3,390.40	\$3,576.86	\$3,773.58	\$3,981.11	\$4,200.06	\$4,410.07	\$4,630.57						
\$7,346	\$7,750	\$8,176	\$8,626	\$9,100	\$9,555	\$10,033						

\*Provided for information purposes only.

2. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the salary range of the Recorder Services Supervisor classification as indicated below, effective the first full pay period of Fiscal Year 2024-25:

<u>Classification Title: Recorder Services Supervisor</u>							Class Code	W G *	EEO Cat*	W/C *	BU	FLSA Code *
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$32.743	\$34.544	\$36.444	\$38.448	\$40.563	\$42.591	\$44.721	80E92	17	OC	8810	F	N
\$2,619.47	\$2,763.54	\$2,915.52	\$3,075.87	\$3,245.03	\$3,407.28	\$3,577.65						
\$5,676	\$5,988	\$6,317	\$6,664	\$7,031	\$7,382	\$7,752						

3. Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the salary range of the Departmental Information Systems Manager I/II classifications as indicated below, effective the first full pay period of Fiscal Year 2024-25:

<u>Classification Title: Departmental Information Systems Manager I</u>							Class Code	W G *	EEO Cat*	W/C *	BU	FLSA Code *
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$51.567	\$54.403	\$57.395	\$60.552	\$63.882	\$67.076	\$70.430	16F40	02	P	8810	X	E
\$4,125.36	\$4,352.24	\$4,591.60	\$4,844.13	\$5,110.54	\$5,366.07	\$5,634.37						
\$8,938	\$9,430	\$9,948	\$10,496	\$11,073	\$11,626	\$12,208						

\*Provided for information purposes only.



<u>Classification Title: Departmental Information Systems Manager II</u>							Class Code	W G *	EEO Cat*	W/C *	BU	FLSA Code *
<u>Hourly, Bi-Weekly and Monthly Pay Rates</u>												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$56.008	\$59.088	\$62.338	\$65.766	\$69.383	\$72.852	\$76.495	16F41	02	P	8810	X	E
\$4,480.62	\$4,727.04	\$4,987.02	\$5,261.29	\$5,550.64	\$5,828.17	\$6,119.58						
\$9,708	\$10,242	\$10,805	\$11,399	\$12,026	\$12,628	\$13,259						

\*Provided for information purposes only.

- Direct the Human Resources Department, County Administrative Office, and Auditor-Controller's Office are directed to implement the changes in the Advantage Human Resources Management (HRM) system.

PASSED AND ADOPTED on this 13<sup>th</sup> day of August 2024, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams

NOES: None

ABSENT: None

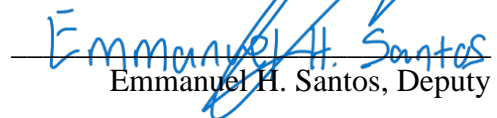
I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting on August 13, 2024.

Dated: August 16, 2024

File ID: 24-145

Agenda Item No. 70

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

  
Emmanuel H. Santos, Deputy