

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

- Resolution No.: PPPR Control No. 22-004)
HRM Control No. 22-004)
- Adopts a Resolution to:)
- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated in attachment A;)
 - b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated in attachment A;)
 - c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B, to abolish the Legal Support Coordinator and Senior Legal Process Clerk classifications;)
 - d. Direct the Human Resources Department to implement the changes in the Advantage HRM system.)

WHEREAS, a classification and base wage compensation study of the Legal Secretary-Confidential and Senior Legal Secretary-Confidential positions in the County Counsel’s Office was conducted by Koff & Associates and completed in August 2019; and

WHEREAS, the classification and base wage compensation recommendations were partially implemented in December 2019 with the intent to create an entry level classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and to consolidate the Senior Legal Secretary with the Legal Secretary III at a later time; and

WHEREAS, it is recommended to adjust the base wage of the Legal Secretary series in alignment with the salary established when the Legal Secretary III classification was created which was set at approximately 13.12% above the Senior Legal Secretary at top stop and to maintain the spread within the series; and

WHEREAS, the Human Resources Department conducted base wage compensation studies of the Legal Process Clerk series, Legal Typist, Legal Assistant, and the Legal Support Coordinator classifications which determined the benchmark classifications of Legal Process Clerk is 27.43%, the Legal Typist 17.38% and the Legal Assistant 16.10% below the market of the County’s comparable agencies and are recommended to be adjusted by the approximate percentage identified at top step; and

WHEREAS, in reviewing the allocated positions of the classifications, it was determined the Legal Support Coordinator and Senior Legal Process Clerk have not been allocated in over a decade, no longer meet the needs of the County and are recommended to be abolished; and

WHEREAS, to implement the recommendations, the actions require the Personnel Policies and Practices Resolution No. 98-394 Appendix A and B 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 and B is amended to create the classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated below:

Classification Title: Legal Secretary I							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						
\$20.446	\$21.571	\$22.757	\$24.008	\$25.329	\$26.595	\$27.925	80B21	18	OC	8810	J	N
\$1,635.69	\$1,725.64	\$1,820.55	\$1,920.67	\$2,026.30	\$2,127.62	\$2,234.00						
\$3,544	\$3,739	\$3,945	\$4,161	\$4,390	\$4,610	\$4,840						

*provided for information purposes only

Classification Title: Legal Secretary 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						
\$23.513	\$24.806	\$26.171	\$27.610	\$29.128	\$30.585	\$32.114	80B22	18	OC	8810	J	N
\$1,881.05	\$1,984.50	\$2,093.65	\$2,208.79	\$2,330.27	\$2,446.78	\$2,569.12						
\$4,076	\$4,300	\$4,536	\$4,786	\$5,049	\$5,301	\$5,566						

*provided for information purposes only

Classification Title: Legal Secretary III							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						
\$25.979	\$27.408	\$28.916	\$30.505	\$32.183	\$33.793	\$35.482	80B26	17	PP	8810	J	N
\$2,078.32	\$2,192.64	\$2,313.28	\$2,440.40	\$2,574.64	\$2,703.44	\$2,838.56						
\$4,503	\$4,751	\$5,012	\$5,288	\$5,578	\$5,857	\$6,150						

*provided for information purposes only

- Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated below:

Classification Title: Supervising Legal Secretary							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						
\$28.578	\$30.149	\$31.807	\$33.557	\$35.402	\$37.172	\$39.031	80B24	17	OC	8810	J	E
\$2,286.21	\$2,411.95	\$2,544.59	\$2,684.54	\$2,832.18	\$2,973.79	\$3,122.48						
\$4,953	\$5,226	\$5,513	\$5,817	\$6,136	\$6,443	\$6,765						

*provided for information purposes only

Classification Title: Legal Assistant							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						
\$25.524	\$26.927	\$28.408	\$29.971	\$31.619	\$33.200	\$34.860	39C01	13	OC	8810	J	N
\$2,041.90	\$2,154.20	\$2,272.67	\$2,397.66	\$2,529.52	\$2,656.00	\$2,788.80						
\$4,424	\$4,667	\$4,924	\$5,195	\$5,481	\$5,755	\$6,042						

*provided for information purposes only

Classification Title: Legal Process Clerk							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						
\$21.717	\$22.912	\$24.172	\$25.501	\$26.903	\$28.249	\$29.661	80D23	18	OC	8810	J	N
\$1,737.37	\$1,832.92	\$1,933.73	\$2,040.07	\$2,152.27	\$2,259.89	\$2,372.88						
\$3,764	\$3,971	\$4,190	\$4,420	\$4,663	\$4,896	\$5,141						

*provided for information purposes only

Classification Title: Legal Typist							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						
\$20.817	\$21.962	\$23.170	\$24.444	\$25.789	\$27.078	\$28.432	80B11	18	OC	8810	J	N
\$1,665.38	\$1,756.97	\$1,853.60	\$1,955.54	\$2,063.09	\$2,166.25	\$2,274.56						
\$3,608	\$3,807	\$4,016	\$4,237	\$4,470	\$4,694	\$4,928						

*provided for information purposes only

- Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B is amended to abolish the Legal Support Coordinator and Senior Legal Process Clerk classifications as indicated below:

Abolish Classifications

Title	Class Code
Legal Support Coordinator	39C03
Senior Legal Process Clerk	80D86

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

PASSED AND ADOPTED on this ____ day of _____, 2022, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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 ___ for the meeting on

_____.

Dated:

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

By _____
, Deputy