



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Resolution No.: 19-264

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor Chris Lopez to:

Adopted Resolution No. 19-264 to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Medical Assistant effective July 20, 2019, as indicated in the attached Resolution; and
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

PASSED AND ADOPTED on this 23rd day of July 2019, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Lopez, Parker 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 July 23, 2019.

Dated: July 23, 2019
File ID: RES 19-096

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

Joel G. Pablo, Deputy

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

Resolution No.: 19-264

PPPR Control No. 19-006)

HRM Control No. 19-006)

Adopted Resolution No. 19-264 to:)

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Medical Assistant effective July 20, 2019, as indicated below; and)
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.)

WHEREAS, the Health Department Clinic Services and Behavioral Health operate clinics, providing comprehensive primary medical care, obstetrics, internal medicine, low acuity behavioral health, communicable disease, and disease prevention services so that every resident of Monterey County has access to healthcare; and

WHEREAS, the increased competition for Medical Assistants has made recruiting, hiring and retaining incumbents increasingly difficult when salary is not competitive with neighboring medical facilities and high position vacancies reduce the staffing ratio of Medical Assistant to medical providers and jeopardizes the physical and mental health well-being of patients; and

WHEREAS, a compensation study was requested to determine if the Medical Assistant classification necessitated a salary adjustment to alleviate recruitment and retention challenges and appropriately compensate for the certification requirements and scope and responsibility of the classification; and

WHEREAS, the compensation study found the Medical Assistant classification is paid 14.83% less than the County's comparable agencies and the Human Resources Department recommends adjusting the salary to market average; and

WHEREAS, the recommended action requires the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to be amended.

NOW, THEREFORE, the Monterey County Board of Supervisors hereby resolved to approve the following:

- a. The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A is amended to adjust the Salary Range for the Classification of Medical Assistant, effective July 20, 2019 as indicated below;

Classification Title: Medical Assistant							Class Code	W G *	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						
19.895	20.990	22.144	23.362	24.647	25.879	27.173	50U42	17	SM	8830	H	N
1591.64	1679.17	1771.52	1868.95	1971.74	2070.32	2173.84						
3449	3638	3838	4049	4272	4486	4710						

*provided for information purposes only

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

PASSED AND ADOPTED on this 23rd day of July 2019, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Lopez, Parker 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 July 23, 2019.

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