



Monterey County

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

Board Report

Legistar File Number: RES 19-019

March 12, 2019

Introduced: 3/1/2019

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

- a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 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:

- a. Adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Department of Social Services is a part of Merit System Services which is administered and managed by Cooperative Personnel Services (CPS). A statewide classification study of the Eligibility Worker classification series was conducted by Cooperative Personnel Services (CPS) in order to determine the impact to the classifications with the implementation of the Affordable Care Act (ACA) and Health Care Reform.

The classification study found the additional duties required by the ACA include determining household composition based on tax filing status, enrolling customers in insurance programs offered through Covered California, determining advanced tax premium tax credits for private health insurance, explaining insurance plans and tax implications to customers, the implementation of a "No Wrong Door" policy, and added referrals from California healthcare Eligibility Enrollments, and Retention System. Due to the addition of these duties, the complexity, knowledge, and consequence of error of the Eligibility Worker function has increased which resulted in an increase in the minimum qualifications. CPS updated the classification specifications and recommended the retitling of the series to Eligibility Specialist. CPS further recommended a wage study be conducted due to the increase in minimum qualifications.

The Human Resources Department met with Service Employees International Union (SEIU) Local 521 to discuss the impacts of the classification study and agreed to conduct a wage study to determine if the Eligibility Worker classification series was appropriately compensated based on the County's Compensation Philosophy. The wage study determined the journey level classification of Eligibility Worker II was 5.90% below market of the comparable agencies. In addition, during the wage study, it was learned the California Children's Services Case Worker classification series' salary had been aligned with the Eligibility Worker series in 2007. The County and SEIU agreed to implement the retitling of classifications, updating of the classification specifications and to adjust the salary ranges of the EW series by 5.90%. It was further agreed to conduct a classification study of the California Children's Services Case Worker classification series to determine if the classifications are still similar in complexity and scope and should remain aligned.

The retitling of classifications has a neutral effect on employees and there will be no new probationary period, no change in salary step, no change in step advancement date and no loss of seniority. Furthermore, provisions (to include special pays) for the retitled Eligibility Worker series that are outlined in the Memorandum of Understanding between County of Monterey and Service Employees International Union (SEIU) Local 521 for the term July 1, 2016 through June 30, 2019 shall remain in effect.

For these reasons, it is recommended your Board approve these actions.

OTHER AGENCY INVOLVEMENT:

Service Employees International Union (SEIU) Local 521 and the Department of Social Services concur with the recommendations.

FINANCING:

The estimated increased current fiscal year cost of \$301,061 will be covered within the Department of Social Services existing appropriations of 001-5010-SOC005. The increased annualized cost of \$1,043,680 will be included in the Department of Social Services Fiscal Year 2019-20 Requested Budget. The increased costs will be funded by 69% Federal revenues and 31% by 1991 Realignment funds. This action will not increase the Departments' General Fund Contributions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, 755-5353



Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043



Approved by: Henry Espinosa, Acting Director of Social Services, 755-4430

Attachment: Resolution

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

- Resolution No.: PPPR Control No. 19-001)
HRM Control No. 19-001)
- Adopt a Resolution to:)
- a) Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to re-title the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and adjust the salary ranges of the Eligibility Specialist I, II, III and Eligibility Supervisor as indicated in the attached Resolution; and)
- b) Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.)

WHEREAS, Cooperative Personnel Services conducted a statewide classification study on the Eligibility Worker Series; and

WHEREAS, the classification study recommended the Eligibility Worker I, II and III classifications be retitled to Eligibility Specialist I, II and III and a wage study be conducted due to an increase in minimum qualifications; and

WHEREAS, the Human Resources Department conducted a wage study and found the journey level classification of Eligibility Worker II is 5.90% below market; and

WHEREAS, the Human Resources Department, Department of Social Services and Service Employees International Union Local 521 agreed to bring the salaries of the series to the market average of the journey level classification; and

WHEREAS, the actions require the Personnel Policies and Practices Resolution No. 98-394 Appendices 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. Appendices A and B of Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended to retitle the Eligibility Worker I, II and III classifications to Eligibility Specialist I, II and III and the Eligibility Specialist I, II, III and Eligibility Supervisor salary ranges are adjusted as indicated below;

Classification Title: Eligibility Specialist 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						
\$18.413	\$19.425	\$20.494	\$21.621	\$22.810	\$23.950	\$25.148	25E01	14	PP	8810	K	N
\$1,473.02	\$1,554.04	\$1,639.50	\$1,729.67	\$1,824.80	\$1,916.04	\$2,011.84						
\$3,192	\$3,367	\$3,552	\$3,748	\$3,954	\$4,151	\$4,359						

*provided for information purposes only

Classification Title: Eligibility Specialist 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						
\$20.710	\$21.849	\$23.051	\$24.319	\$25.656	\$26.939	\$28.286	25E21	14	PP	8810	K	N
\$1,656.83	\$1,747.95	\$1,844.08	\$1,945.50	\$2,052.50	\$2,155.12	\$2,262.88						
\$3,590	\$3,787	\$3,996	\$4,215	\$4,447	\$4,669	\$4,903						

*provided for information purposes only

Classification Title: Eligibility Specialist 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						
\$22.886	\$24.144	\$25.472	\$26.873	\$28.351	\$29.769	\$31.257	25E22	14	PP	8810	K	N
\$1,830.85	\$1,931.55	\$2,037.78	\$2,149.85	\$2,268.08	\$2,381.49	\$2,500.56						
\$3,967	\$4,185	\$4,415	\$4,658	\$4,914	\$5,160	\$5,418						

*provided for information purposes only

Classification Title: Eligibility Supervisor							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						
\$25.733	\$27.148	\$28.641	\$30.217	\$31.878	\$33.472	\$35.146	25E80	13	PP	8810	F	E
\$2,058.65	\$2,171.87	\$2,291.32	\$2,417.33	\$2,550.28	\$2,677.79	\$2,811.68						
\$4,460	\$4,706	\$4,965	\$5,238	\$5,526	\$5,802	\$6,092						

*provided for information purposes only

- The County Administrative Office is directed to incorporate the approved changes in the FY 2018-19 Adopted Budget and the Human Resources Department is directed to implement the changes in the Advantage HRM System.

PASSED AND ADOPTED on this ____ day of _____, 2019, 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