

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

- Resolution No.: PPPR Control No. 21-018)
 HRM Control No. 21-016)
 Adopts a Resolution to:)
 a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A)
 and B to adjust the base wage salary ranges of the Office Assistant I, II, and III,)
 Principal Office Assistant, Supervising Office Assistant I and II, Secretarial Assistant,)
 Secretary, Senior Secretary, and Administrative Secretary classifications as indicated in)
 Attachment A;)
 b. Direct the Human Resources Department to implement the changes in the Advantage)
 HRM system.)

WHEREAS, The Human Resources Department completed a base wage compensation study of the Office Assistant and Secretary classification series; and

WHEREAS, the study found that the base wage of the two (2) benchmark classifications within each series are more than 5% below the County's comparable agencies; and

WHEREAS, the Human Resources Department recommends adjusting the base wage salary ranges at top step and to maintain the spread within the series; 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:

- The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B are amended to adjust the base wage salary ranges of the Office Assistant I, II, and III, Principal Office Assistant, Supervising Office Assistant I and II, Secretarial Assistant, Secretary, Senior Secretary, and Administrative Secretary classifications as indicated below:

Classification Title: Office Assistant I							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						
\$15.850	\$16.722	\$17.642	\$18.612	\$19.635	\$20.617	\$21.648	80E01	18	OC	8810	J	N
\$1,268.01	\$1,337.75	\$1,411.32	\$1,488.94	\$1,570.83	\$1,649.37	\$1,731.84						
\$2,747	\$2,898	\$3,058	\$3,226	\$3,403	\$3,574	\$3,752						

*provided for information purposes only

Classification Title: Office Assistant 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						
\$18.496	\$19.513	\$20.586	\$21.718	\$22.912	\$24.058	\$25.261	80E21	18	OC	8810	J	N
\$1,479.64	\$1,561.02	\$1,646.87	\$1,737.44	\$1,833.00	\$1,924.65	\$2,020.88						
\$3,206	\$3,382	\$3,568	\$3,764	\$3,971	\$4,170	\$4,379						

*provided for information purposes only

Classification Title: Office Assistant 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						
\$20.236	\$21.349	\$22.523	\$23.762	\$25.068	\$26.322	\$27.638	80E22	17	OC	8810	J	N
\$1,618.87	\$1,707.91	\$1,801.84	\$1,900.93	\$2,005.48	\$2,105.75	\$2,211.04						
\$3,508	\$3,700	\$3,904	\$4,119	\$4,345	\$4,562	\$4,791						

*provided for information purposes only

Classification Title: Principal Office 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						
\$22.247	\$23.471	\$24.762	\$26.123	\$27.560	\$28.938	\$30.385	80E80	17	OC	8810	J	N
\$1,779.78	\$1,877.66	\$1,980.93	\$2,089.87	\$2,204.81	\$2,315.05	\$2,430.80						
\$3,856	\$4,068	\$4,292	\$4,528	\$4,777	\$5,016	\$5,267						

*provided for information purposes only

Classification Title: Supervising Office Assistant 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						
\$25.144	\$26.527	\$27.986	\$29.525	\$31.149	\$32.707	\$34.342	80E81	17	OC	8810	F	E
\$2,011.56	\$2,122.19	\$2,238.90	\$2,362.03	\$2,491.94	\$2,616.53	\$2,747.36						
\$4,358	\$4,598	\$4,851	\$5,118	\$5,399	\$5,669	\$5,953						

*provided for information purposes only

Classification Title: Supervising Office Assistant 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						
\$27.299	\$28.800	\$30.384	\$32.055	\$33.818	\$35.509	\$37.284	80E82	17	OC	8810	F	E
\$2,183.88	\$2,303.99	\$2,430.70	\$2,564.38	\$2,705.42	\$2,840.69	\$2,982.72						
\$4,732	\$4,992	\$5,267	\$5,556	\$5,862	\$6,155	\$6,463						

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Classification Title: Secretarial Assistant													
Hourly, Bi-Weekly and Monthly Pay Rates													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*	
\$18.422	\$19.435	\$20.504	\$21.631	\$22.821	\$23.962	\$25.160	80A30	18	OC	8810	J	N	
\$1,473.73	\$1,554.78	\$1,640.29	\$1,730.50	\$1,825.67	\$1,916.95	\$2,012.80							
\$3,193	\$3,369	\$3,554	\$3,749	\$3,956	\$4,153	\$4,361							

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Classification Title: Secretary													
Hourly, Bi-Weekly and Monthly Pay Rates													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*	
\$20.258	\$21.372	\$22.547	\$23.787	\$25.096	\$26.350	\$27.668	80A31	18	OC	8810	J	N	
\$1,620.63	\$1,709.76	\$1,803.79	\$1,903.00	\$2,007.66	\$2,108.04	\$2,213.44							
\$3,511	\$3,704	\$3,908	\$4,123	\$4,350	\$4,567	\$4,796							

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Classification Title: Senior Secretary													
Hourly, Bi-Weekly and Monthly Pay Rates													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*	
\$22.384	\$23.615	\$24.914	\$26.284	\$27.730	\$29.116	\$30.572	80A32	17	OC	8810	J	N	
\$1,790.73	\$1,889.22	\$1,993.12	\$2,102.73	\$2,218.38	\$2,329.30	\$2,445.76							
\$3,880	\$4,093	\$4,318	\$4,556	\$4,806	\$5,047	\$5,299							

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Classification Title: Administrative Secretary													
Hourly, Bi-Weekly and Monthly Pay Rates													
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Class Code	WG*	EEO Cat*	W/C*	BU	FLSA Code*	
\$24.855	\$26.221	\$27.664	\$29.185	\$30.790	\$32.330	\$33.946	80A33	17	OC	8810	J	N	
\$1,988.36	\$2,097.71	\$2,213.08	\$2,334.80	\$2,463.20	\$2,586.36	\$2,715.68							
\$4,308	\$4,545	\$4,795	\$5,059	\$5,337	\$5,604	\$5,884							

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

PASSED AND ADOPTED on this ____ day of _____, 2021, 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