



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: RES 24-145**

**August 13, 2024**

**Introduced:** 8/1/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt 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.

### RECOMMENDATION:

It is recommended that the Board of Supervisors consider adopting 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.

### SUMMARY/DISCUSSION:

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. 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.

The Human Resources Department completed base wage compensation studies of the Victim Assistance Advocate, Victim/Witness Assistance Program Coordinator, Victim/Witness Program Manager, Recorder Services Supervisor classifications and Departmental Information System Manager classification series. The Departmental Information Systems Manager series includes the Departmental Information Systems Manager I-II classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the Victim Assistance Advocate classification was matched to eight (8) of the nine (9) comparable agencies: The Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sonoma, and the City of Salinas. The City of Monterey was found to not have a comparable classification. The base wage salary of the Victim Assistance Advocate classification was found to be 8.38% below the survey mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the Victim/Witness Assistance Program Coordinator classification was matched to four (4) of the nine (9) comparable agencies: The Counties of Contra Costa, San Luis Obispo, San Mateo, and Santa Clara. The counties of San Benito, Santa Cruz, Sonoma along with the City of Monterey and the City of Salinas were found to not have a comparable classification. The base wage salary of the Victim/Witness Assistance Program Coordinator was found to be approximately 8.83% below the survey mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the Victim/Witness Assistance Program Manager classification was matched to six (6) of the nine (9) comparable agencies: The Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, and Santa Cruz. The County of Sonoma, and the Cities of Monterey and Salinas were found to not have a comparable classification. The base wage salary of the Victim/Witness Assistance Program Manager was found to be approximately 8.33% below the salary survey mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the Recorder Services Supervisor classification was matched to six (6) of the ten (10) comparable agencies: The Counties of Alameda, Contra Costa, San Mateo, Santa Clara, Santa Cruz, and Sonoma. The Counties of San Benito and San Luis Obispo, and the Cities of Monterey and Salinas were found not to have a comparable classification. The base wage salary of the Recorder Services Supervisor classification was found to be approximately 24.37% below the survey mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties

performed, the salary of the benchmark classification of the Departmental Information Systems Manager II was matched to four (4) of the ten (10) comparable agencies: The Counties of Alameda, Contra Costa, San Luis Obispo, and Sonoma. The Counties of San Benito, San Mateo, Santa Clara and Santa Cruz, and the Cities of Monterey and Salinas were found not to have a comparable classification. The base wage salary of the Departmental Information Systems Manager II was found to be approximately 9.86% below the survey mean of the comparable agencies' classifications.

To promote the Human Resources Department's mission to make the County the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards.

In accordance with the Compensation Philosophy, the base wage salary of the Victim Assistance Advocate classification would need to be adjusted by 8.38% at top step, the Victim/Witness Assistance Program Coordinator classification would need to be adjusted by 8.83% at top step, the Victim/Witness Assistance Program Manager would need to be adjusted by 8.33% at top step, and the Recorder Services Supervisor classification would need to be adjusted by 24.37% at top step, in order to align them with the labor market average. In addition, the Departmental Information Systems Manager II classification would need to be adjusted by 9.86% at top step to align with the labor market average and maintain the current spread of the series.

While staff were implementing the Fiscal Year 2024-25 salary rate increases in the Advantage Human Resources Management (HRM) System, they 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. Therefore, the Human Resources Department recommends 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. Moving forward, the County Administrative Office and Human Resources Department will include language amending the Personnel Policies and Practices Resolution to notate any salary adjustments as part of the budget adoption process.

#### OTHER AGENCY INVOLVEMENT:

The Departments of Assessor-County Clerk-Recorder, Auditor-Controller, District Attorney, Health, Probation, Sheriff-Coroner and Social Services have reviewed and concur with the recommendations.

In addition, Service Employees International Union (SEIU) Local 521 and the County Employees Management Association (CEMA) have been provided notice of these recommendations.

#### FINANCING:

There is no fiscal impact associated with this action as the cost associated with the base wage

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increases was budgeted as part of the approved Fiscal Year 2024-25 budget.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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

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Attachment:  
Attachment A  
Resolution