



Monterey County

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Board Report

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Current Status: Agenda Ready

Matter Type: General Agenda Item

Adopt Resolution to:

- a) Approve and amend Personnel Policies and Practices Resolution No. 98-394 and Appendix B to adjust the salary ranges, as indicated in the attached resolution, for the classifications of: Hospital Environmental Services Aide, Hospital Senior Environmental Services Aide and Hospital Supervising Environmental Services Aide; and
- b) Direct the Monterey County Human Resources Department to implement the changes in the Advantage HRM system.

..Report

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt Resolution to:

- a) Approve and amend Personnel Policies and Practices Resolution No. 98-394 and Appendix B to adjust the salary ranges, as indicated in the attached resolution, for the classifications of: Hospital Environmental Services Aide, Hospital Senior Environmental Services Aide and Hospital Supervising Environmental Services Aide; and
- b) Direct the Monterey County Human Resources Department to Implement the Changes in the Advantage HRM System.

SUMMARY:

It is recommended that the written classification specifications for the Hospital Environmental Services Aide (ESA) Series be revised to add duties associated with cleaning and disinfecting medical equipment, and to clarify language regarding some existing duties. It is also recommended that the wage scales be adjusted to accommodate the higher skill set required.

DISCUSSION:

At the request of SEIU, NMC conducted a classification study to ascertain that current duties were properly classified to the ESA class series. After a review of current business practices, internal classifications and other comparable hospitals that are similarly configured, it was recommended that the existing classification specifications be revised and updated to include cleaning and disinfecting medical equipment. It was also recommended that the salary ranges in the class series be increased to ensure that employees are compensated for these additional duties as the consequence of error and skill set required to perform these duties properly is greater. The proposed salary ranges pose no internal equity or compaction issues.

OTHER AGENCY INVOLVEMENT:

The Monterey County Human Resources Department concurs with these salary adjustment recommendations.

FINANCING:

This action results in an increase of approximately \$23,844.00, which will be absorbed into Natividad Medical Center's Adopted Budget (Unit 9600) for FY 2017-18, and an annualized increase of \$154,990.00, which will be absorbed into Natividad Medical Center's Adopted Budget (Unit 9600) for FY 2018-19. This action has no impact on the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of these salary adjustments will allow Natividad Medical Center to compensate Environmental Services staff for performing duties that ensure patient care areas meet quality standards, which equates to improved healthcare for patients and the community.

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

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Attachments:

Resolution