



Monterey County

Item No.36

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 21-167

September 14, 2021

Introduced: 9/7/2021

Current Status: General Government -
Consent

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate and retitle the Warehouse Worker classification series with the Storekeeper series with the salary ranges as indicated in Attachment A effective September 11, 2021;
- b. Amend the County Administrative Office - Contracts/Purchasing Budget Unit 1050-8047 - Fund 001 - Appropriation Unit CAO002 to reallocate and to approve the reclassification of one (1) Warehouse Worker to one (1) Senior Storekeeper as indicated in Attachment A effective September 11, 2021;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Fleet Parts Coordinator and Senior Fleet Parts Coordinator with the salary ranges as indicated in Attachment A effective September 11, 2021;
- d. Amend the County Administrative Office Budget - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of two (2) Storekeepers to two (2) Fleet Parts Coordinators as indicated in Attachment A effective September 11, 2021;
- e. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 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 adopts a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate and retitle the Warehouse Worker classification series with the Storekeeper series with the salary ranges as indicated in Attachment A effective September 11, 2021;
- b. Amend the County Administrative Office - Contracts/Purchasing Budget Unit 1050-8047 - Fund 001 - Appropriation Unit CAO002 to reallocate and to approve the reclassification of one (1) Warehouse Worker to one (1) Senior Storekeeper as indicated in Attachment A effective September 11, 2021;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Fleet Parts Coordinator and Senior Fleet Parts Coordinator with the salary ranges as indicated in Attachment A effective September 11, 2021;
- d. Amend the County Administrative Office Budget - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 to reallocate and to approve the reclassification of two (2) Storekeepers to two (2) Fleet Parts Coordinators as indicated in Attachment A effective September 11, 2021;
- e. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to

implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A classification and compensation study of the Storekeeper classification series was requested by Service Employees International Union (SEIU) Local 521 on behalf of Natividad employees on June 25, 2018, citing changes in technology and equipment; required knowledge for certain patient products, medical terminology, procedures, and equipment; and increased consequence of error.

The Human Resources Department (HRD) and Natividad Human Resources participated in conducting the classification and compensation study. The study was expanded to include the Warehouse Worker series as it was identified that incumbents in the Warehouse Worker series may perform similar duties yet are paid a higher base wage than the Storekeepers. The classification study analysis identified that in departments/units other than County Administrative Office (CAO)-Fleet Administration, the Storekeeper and Warehouse Worker classifications are universal not only as it reads, but in the duties that are performed by the assigned incumbents. It is therefore recommended to consolidate and retitle the Warehouse Worker series with the Storekeeper classification series. The classification analysis further found the Warehouse Worker incumbent in CAO Contracts/Purchasing primary job duties are more appropriately defined in the Senior Warehouse Worker classification and is recommended to be reclassified to the consolidated classification of Senior Storekeeper.

The base wage compensation survey of the County comparable agencies found that based on the duties performed, the salary of the Warehouse Worker classification appropriately aligns with the salary mean of the comparable agency's classifications. It is recommended to adjust the base wage of the Storekeeper and Senior Storekeeper to the same rate of the former classifications of Warehouse Worker and Senior Warehouse Worker and maintain the Supervising Storekeeper at the same rate plus 4.94% in order to maintain the current spread between the Senior and Supervising levels of the Storekeeper series. Setting the salary of the recommended consolidated Storekeeper series as identified above will equate to approximately a 4.94% base wage increase for incumbents currently assigned to the Storekeeper series and an approximate 1.93% increase for incumbents currently assigned to the Supervising Warehouse Worker classification.

The Personnel Policies and Practices Resolution (PPPR) No. 98-394 defines Consolidation of Classes as "An act whereby classes having similar scope, responsibilities and requirements of education, experience, knowledge, and ability are combined into a single class for the purpose of reorganizing the classification structure. The consolidation of classes has a neutral affect on the employee (i.e. no start of new probationary period, no change in salary step, no change in step advancement date, no less of seniority in class, etc.)."

Incumbents assigned to CAO-Fleet Administration were found to be performing job duties that are not within the scope of either the Warehouse Worker or the Storekeeper classification series. It is recommended a new classification series of Fleet Parts Coordinator be created that more accurately reflects the duties being performed with associated salary ranges established based on the salary mean of the comparable agency's classifications. It is further recommended the Storekeepers assigned to Fleet Administration be reclassified to the appropriate new classification(s).

OTHER AGENCY INVOLVEMENT:

The impacted departments have reviewed and concur with the recommendations. SEIU concurs with the recommendations.

FINANCING:

The annualized salary and benefits increase for County Administrative Office - Contracts/Purchasing Budget Unit 1050-8047 - Fund 001 - Appropriation Unit CAO002 is approximately \$3,150 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for County Administrative Office - Fleet Administration Budget Unit 1050-8451 - Fund 001 - Appropriation Unit CAO025 is approximately \$12,373 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for County Administrative Office - Records Retention Budget Unit 8474 - Fund 001 - Appropriation Unit CAO028 is approximately \$1,575 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for Information Technology Department - Service Delivery Budget Unit 8434 - Fund 001 - Appropriation Unit INF002 is approximately \$3,460 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for Natividad Budget Unit 9600-8142 - Fund 451 - Appropriation Unit NMC001 is approximately \$46,850 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for Sheriff-Coroner - Jail Operations and Administration Budget Unit 8238 - Fund 001 - Appropriation Unit SHE003 is approximately \$3,460 and will be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for Social Services Budget Unit 8262 - Fund 001 - Appropriation Unit SOC005 is approximately \$1,575 and will be absorbed within the departments existing appropriations.

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

Legistar File Number: RES 21-167

Prepared by: Kim Moore, Assistant Director of Human Resources

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

DocuSigned by:
Kim Moore
9DCA12B0AFD74BD...
DocuSigned by:
Irma Ramirez-Bough
A7F557420537420...

Attachment:

Attachment A

Resolution