



Legislation Details (With Board Report)

File #: 16-964 **Name:** Advanced Step Placement
Type: General Agenda Item **Status:** Passed
File created: 8/17/2016 **In control:** Board of Supervisors
On agenda: 8/30/2016 **Final action:** 8/30/2016

Title: Approve and authorize advanced step placement for Ms. Shawne Ellerbee at Step 7 of the Deputy Director of Administrative Services salary effective September 3, 2016, in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1 and A.1.11.5

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
8/30/2016	1	Board of Supervisors	approved	Pass

Approve and authorize advanced step placement for Ms. Shawne Ellerbee at Step 7 of the Deputy Director of Administrative Services salary effective September 3, 2016, in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1 and A.1.11.5

RECOMMENDATION:

It is recommended that the Board of Supervisors approve and authorize the advanced step placement for Ms. Shawne Ellerbee at Step 7 of the Deputy Director of Administrative Services salary range, effective September 3, 2016, in accordance with the Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1 and A.1.11.5.

SUMMARY:

Pursuant to the provisions of the Personnel Policies and Practices and Resolution #98-394 on the Board of Supervisors can authorize placement above the Step 3 in Unit Y.

A reorganizational structure of the Resource Management Agency (RMA) was approved by the Board on July 26, 2016. This action included a reclassification of Ms. Shawne Ellerbee from Finance Manager III to Deputy Director of Administrative Services. Ms Ellerbee was at Step 7 as a Finance Manger III plus receiving Special Assignment Pay for additional responsibilities overseeing administrative functions. Placement at advanced step is requested to compensate the employee commensurate with the specialized knowledge, skills, experience and recognition of their current compensation.

DISCUSSION:

Ms. Ellerbee’s extensive knowledge, ability, and work experience warrant her appointment at an advanced step. Ms. Ellerbee has served from 2009 to the present as Finance Manager III for the County of Monterey Resource Management Agency (RMA). On April 23, 2011 Ms. Ellerbee began receiving Special Assignment Pay for additional responsibilities overseeing administrative functions that had once been assigned to the then RMA Administrative Director who retired. These additional duties include Contracts Management, Payroll, Safety, and Information Systems. She directly supervises a staff of 8 and oversees the administrative programs performed by a staff of 32 which includes Accounting/Finance, Contracts Management, Grants and CIP

Administration, Capital Projects Funds, Facilities Maintenance Project Fund, Mail and Courier operations, Payroll, Safety/Workers Compensation, Real Property, Human Resources (indirect) and Information Systems that support the Resource Management Agency. Ms. Ellerbee is responsible for developing and managing RMA's annual operating budget which for FY 2016-17 is \$162.4 million in appropriations authority comprised of approximately 90 individual budgets, including 254.5 authorized positions.

In determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for this position were considered. Salary recommendations have been made in accordance with the County's Personnel Policies and Practices Resolution (PPPR) sections A.1.11.1, and A.1.11.5. These sections provide for appointment at a higher salary step for reasons including credit for experience, avoiding injustice, and employee negotiation.

In conclusion, approval is requested to place Ms. Ellerbee at Step 7 of the County's current Salary Schedule for the Classification of Deputy Director of Administrative Services.

OTHER AGENCY INVOLVEMENT:

The County's Human Resources Department Director has reviewed and supports the recommended action.

FINANCING:

Funding for this action is included in the FY 2016-17 Adopted Budget for the Resource Management Agency Administration Unit 8222 RMA098.

Approved by:

Approved by:

Carl P. Holm
Resource Management Agency Director

Lew Bauman
County Administrative Officer

CC: Mike Miller, Auditor-Controller
Irma Ramirez-Bough, Human Resources Director