



Legislation Details (With Board Report)

File #:	RES 24-114	Name:	Risk and Benefits Analyst Class Series Retitles
Type:	BoS Resolution	Status:	Passed
File created:	6/5/2024	In control:	Board of Supervisors
On agenda:	6/25/2024	Final action:	6/25/2024

Title: Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Specialist-Confidential to Employee Benefits Technician-Confidential, Risk & Benefits Analyst to Employee Benefits Analyst I, Associate Risk and Benefits Analyst to Employee Benefits Analyst II, Senior Risk and Benefits Analyst to Employee Benefits Analyst III, and Supervising Risk and Benefits Analyst to Supervising Employee Benefits Analyst;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Analyst to Risk Management Analyst I, Associate Risk and Benefits Analyst to Risk Management Analyst II, Senior Risk and Benefits Analyst to Risk Management Analyst III, and Supervising Risk and Benefits Analyst to Supervising Risk Management Analyst;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Resolution, 3. Completed Board Order Item No. 78, 4. Completed Resolution Item No. 78

Date	Ver.	Action By	Action	Result
6/25/2024	1	Board of Supervisors		

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Specialist-Confidential to Employee Benefits Technician-Confidential, Risk & Benefits Analyst to Employee Benefits Analyst I, Associate Risk and Benefits Analyst to Employee Benefits Analyst II, Senior Risk and Benefits Analyst to Employee Benefits Analyst III, and Supervising Risk and Benefits Analyst to Supervising Employee Benefits Analyst;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Analyst to Risk Management Analyst I, Associate Risk and Benefits Analyst to Risk Management Analyst II, Senior Risk and Benefits Analyst to Risk Management Analyst III, and Supervising Risk and Benefits Analyst to Supervising Risk Management Analyst;
- c. Direct the Human Resources Department 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. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Specialist-Confidential to Employee Benefits Technician-Confidential, Risk & Benefits Analyst to Employee Benefits Analyst I, Associate Risk and Benefits Analyst to Employee Benefits Analyst II, Senior Risk and Benefits Analyst to Employee Benefits Analyst III, and Supervising Risk and Benefits Analyst to Supervising Employee Benefits Analyst;

- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Risk & Benefits Analyst to Risk Management Analyst I, Associate Risk and Benefits Analyst to Risk Management Analyst II, Senior Risk and Benefits Analyst to Risk Management Analyst III, and Supervising Risk and Benefits Analyst to Supervising Risk Management Analyst;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

Human Resources and Risk Management were originally divisions of the County Administrative Office. In 2012, the Human Resources Department was created, and the risk management function was transferred to the Office of County Counsel. As part of this transition, the employees in the Human Resources Department no longer performed risk management duties, and the employees in the Office of County Counsel no longer performed employee benefits functions. Therefore, it is necessary to update the classification specifications and create two separate class series. The classifications within the Human Resources Department will be retitled to the Employee Benefits Analyst class series and the classifications within the Office of County Counsel will be retitled to the Risk Management Analyst class series.

- a. Retitle the classification of Risk & Benefits Specialist-Confidential to Employee Benefits Technician-Confidential;

- b. Retitle the classifications as follows:

<u>From</u>	<u>To</u>	<u>Class Code</u>
Risk & Benefits Analyst	Employee Benefits Analyst I	14B61
Associate Risk & Benefits Analyst	Employee Benefits Analyst II	14B62
Senior Risk & Benefits Analyst	Employee Benefits Analyst III	14B63
Supervising Risk & Benefits Analyst	Supervising Employee Benefits Analyst	14B65

- c. Retitle the classifications as follows:

<u>From</u>	<u>To</u>	<u>Class Code</u>
Risk & Benefits Analyst	Risk Management Analyst I	14D01
Associate Risk & Benefits Analyst	Risk Management Analyst II	14D02
Senior Risk & Benefits Analyst	Risk Management Analyst III	14D03
Supervising Risk & Benefits Analyst	Supervising Risk Management Analyst	14D04

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the County Counsel’s Office have reviewed and concur with the recommendations. In addition, the County Employee Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

There is no impact on the County General Fund by retitling these classifications.

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:
Resolution