



Legislation Details (With Board Report)

File #:	RES 21-207	Name:	RMA Services Manager and Housing Program Manager classification study.
Type:	BoS Resolution	Status:	Passed
File created:	11/9/2021	In control:	Board of Supervisors
On agenda:	11/16/2021	Final action:	11/16/2021

Title: Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the RMA Services Manager to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary range as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Capital Improvement Manager with the salary range as indicated in Attachment A;
- c. Amend the Housing and Community Development - Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 to reallocate and to approve the reclassification of one (1) RMA Services Manager to one (1) Project Manager III as indicated in Attachment A;
- d. Amend the Housing and Community Development - Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002 to reallocate four (4) RMA Services Manager positions to two (2) Principal Planner, one (1) Permit Center Manager and one (1) Building Services Manager as indicated in Attachment A;
- e. Amend the Public Works, Facilities and Parks - Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 to reallocate one (1) RMA Services Manager to one (1) Capital Improvement Manager as indicated in Attachment A;
- f. 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.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. BOS Resolution, 4. Completed Board Order Item No. 37, 5. Completed Resolution Item No. 37

Date	Ver.	Action By	Action	Result
11/16/2021	1	Board of Supervisors	adopted	

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the RMA Services Manager to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary range as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Capital Improvement Manager with the salary range as indicated in Attachment A;
- c. Amend the Housing and Community Development - Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 to reallocate and to approve the reclassification of one (1) RMA Services Manager to one (1) Project Manager III as indicated in Attachment A;
- d. Amend the Housing and Community Development - Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002 to reallocate four (4) RMA Services Manager positions to two (2) Principal Planner, one (1) Permit Center Manager and one (1) Building Services Manager as indicated in Attachment A;

- e. Amend the Public Works, Facilities and Parks - Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 to reallocate one (1) RMA Services Manager to one (1) Capital Improvement Manager as indicated in Attachment A;
- f. 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 retitle the RMA Services Manager to Principal Planner, Permit Center Manager and Building Services Manager with the existing salary range as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Capital Improvement Manager with the salary range as indicated in Attachment A;
- c. Amend the Housing and Community Development - Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 to reallocate and to approve the reclassification of one (1) RMA Services Manager to one (1) Project Manager III as indicated in Attachment A;
- d. Amend the Housing and Community Development - Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002 to reallocate four (4) RMA Services Manager positions to two (2) Principal Planner, one (1) Permit Center Manager and one (1) Building Services Manager as indicated in Attachment A;
- e. Amend the Public Works, Facilities and Parks - Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 to reallocate one (1) RMA Services Manager to one (1) Capital Improvement Manager as indicated in Attachment A;
- f. 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:

As a result of the Board of Supervisors-approved dissolution of the Resource Management Agency (RMA), the recommended reorganization of certain positions as identified in the 2020 Citygate report, and the creation of two new departments: Housing and Community Development, and Public Works, Facilities, and Parks; the Human Resources Department (HRD) conducted a classification study of five (5) RMA Services Manager classifications and one (1) Housing Program Manager classification at the request of the departments. As the Resource Management Agency no longer exists, the RMA Services Manager classification is no longer relevant and accurate.

The Human Resources Department has completed the classification study and found that the incumbents assigned to the allocated RMA Services Manager in the Housing and Community Development Department functional areas of Permit Services, Planning and Building Services were performing within scope of their assigned classification. Therefore, it is recommended to retitle the RMA Services Manager assigned to these areas to 1) Permit Services Manager; 2) Principal Planner; and 3) Building Services Manager. The classification analysis further found that the primary job duties of the incumbent of the RMA Services Manager allocated to Administrative Services are more accurately reflected in the Project Manager III classification and therefore, it is recommended that the incumbent be reclassified. There are no recommended changes to the Housing Program Manager classification at this time. Lastly, it is recommended to create a new classification of Capital Improvement Manager and reallocate the vacant RMA Services Manager in Architectural Services of the Public

Works, Facilities, and Parks Department.

In addition, the Human Resources Department conducted a base wage compensation survey of the County comparable agencies and found that based on the duties performed, the salary of the RMA Services Manager classification appropriately aligns with the salary mean of the comparable agencies' classifications for the 1) Permit Services Manager; 2) Principal Planner; and 3) Building Services Manager in the Housing and Community Development Department. The retitle of the respective classes has a neutral effect on the impacted employees (i.e., no start of new probationary period, no change in salary step, no change in step advancement date, no loss of seniority in class, etc.)."

As a result of the base wage compensation survey of the County's comparable agencies, it is recommended that a new classification of Capital Improvement Manager be created to more accurately reflect the duties being performed with associated salary range established based on the salary mean of the comparable agencies' classification.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office, the departments of Housing and Community Development, and Public Works, Facilities, and Parks have reviewed and concur with the recommendations.

FINANCING:

There are no salary and benefits increase to the Housing and Community Development - Administration Budget Unit 3100-8542 - Fund 001 - Appropriation Unit HCD001 and Community Development Budget Unit 3100-8543 - Fund 001 - Appropriation Unit HCD002.

The annualized salary and benefits increase for Public Works, Facilities and Parks - Facilities Maintenance Budget Unit 3200-8552 - Fund 001 - Appropriation Unit PFP054 is approximately \$16,335 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

Prepared by: Kim Moore, Assistant Director of Human Resources

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

Attachments:
Attachment A
Resolution