



Legislation Details (With Board Report)

**File #:** RES 23-001      **Name:** Retitle and Adjust Salary Ranges for Clinical Laboratory Assistant Class Series

**Type:** BoS Resolution      **Status:** Passed

**File created:** 12/29/2022      **In control:** Board of Supervisors

**On agenda:** 1/31/2023      **Final action:** 1/31/2023

**Title:** Adopt Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Clinical Laboratory Assistant to Certified Phlebotomy Technician and Senior Clinical Laboratory Assistant to Senior Certified Phlebotomy Technician and adjust the base wage salary ranges as indicated in Attachment A; and  
b. Direct 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. Resolution, 4. Completed Board Order Item No. 15, 5. Completed Resolution Item No. 15

Date	Ver.	Action By	Action	Result
1/31/2023	1	Board of Supervisors		

Adopt Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Clinical Laboratory Assistant to Certified Phlebotomy Technician and Senior Clinical Laboratory Assistant to Senior Certified Phlebotomy Technician and adjust the base wage salary ranges as indicated in Attachment A; and  
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the 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 Clinical Laboratory Assistant to Certified Phlebotomy Technician and Senior Clinical Laboratory Assistant to Senior Certified Phlebotomy Technician and adjust the base wage salary ranges as indicated in Attachment A; and  
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

A base wage compensation study of the Clinical Laboratory Assistant classification series was requested by Natividad administrative staff. The reasons cited for the request were recruitment difficulties and to check for market salary alignment. The Clinical Laboratory Assistant classification series includes the Clinical Laboratory Assistant and Senior Clinical Laboratory Assistant classifications.

The base wage analysis of the County’s hospital comparable agencies found that based on the duties performed, the Clinical Laboratory Assistant classification was matched to three (3) of the six (6) hospital comparable

agencies and is approximately 19.59% below the salary mean of the comparable agency's classifications.

To promote the County as the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards.

Therefore, in accordance with the County's Hospital Compensation Philosophy, Natividad recommends adjusting the base wage salary of the Clinical Laboratory Assistant classification by approximately 19.59% at top step in order to align with the labor market average and to maintain the current spread of the classification series.

Natividad also recommends retitling the classification series to match the state required certification title from Clinical Laboratory Assistant to Certified Phlebotomy Technician and Senior Clinical Laboratory Assistant to Senior Certified Phlebotomy Technician.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with the recommendations. Service Employees International Union (SEIU) Local 521 has been notified of the recommendations.

FINANCING:

There is a salary increase of approximately \$106,477 as a result of these actions for Natividad Medical Center (Unit 9600) FY 2022-23 Adopted Budget. This action does not impact the General Fund.

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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Attachments:

Attachment A

Resolution