



## Legislation Details (With Board Report)

**File #:** RES 19-096      **Name:** 2019 Medical Assistant Salary Adjustment  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 7/3/2019      **In control:** Board of Supervisors  
**On agenda:** 7/23/2019      **Final action:** 7/23/2019

**Title:** Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Medical Assistant effective July 20, 2019, as indicated in the attached Resolution; 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. Resolution, 3. Item No. 37 Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
7/23/2019	1	Board of Supervisors	adopted - human resources department	Pass

Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Medical Assistant effective July 20, 2019, as indicated in the attached Resolution; 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 take the following actions:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Medical Assistant effective July 20, 2019, as indicated in the attached Resolution; and  
b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

**SUMMARY/DISCUSSION:**

Monterey County Health Department is responsible for protecting the health of the entire community by collaborating with partners and community residents to improve health and racial equity, enforcing laws and regulations to protect the public’s health, and offering behavioral health, primary and specialty health care, and health education services. The Health Department is organized into eight (8) Bureaus. Two the of the Bureaus use the classification of Medical Assistant: Clinic Services and the Behavioral Health.

The Medical Assistant classification is critical to the delivery of health care services in the County of Monterey and to the functioning of the outpatient primary care and behavioral health clinics. The Department has experienced an increased competition for Medical Assistants in the County which has made recruiting, hiring, and retaining incumbents in this classification increasingly difficult when salary is not competitive. Further, to sustain quality of services, and to perform all duties required of medical visits in the County’s outpatient primary care clinics, an adequate staffing ratio of one (1) Provider to two (2) Medical Assistants is necessary. Due to the high number of vacancies, the staffing ratio has dipped to one (1) Provider to one (1) Medical

Assistant. This low staffing ratio has the potential to jeopardize the physical and mental health well-being of our patients.

As a result of these factors, a compensation study of the Medical Assistant classification was requested by the Health Department on September 27, 2018. The wage study is now complete and found the Monterey County classification of Medical Assistants is paid 14.83% less than the County's comparable agencies.

It is recommended the Board of Supervisors approve the recommended action to adjust the salary range of the Medical Assistant to the market average effective July 20, 2019.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Health Department concur with the recommendations.

FINANCING:

The estimated increased Fiscal Year 2019-2020 cost for the Health Department is \$1,406,510 and will be covered within the Health Department's existing appropriations (001-4000-HEA007 \$1,330,321 and 023-4000-HEA012 \$76,189). There will be no impact to the General Fund resulting from this action.

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: Margarita Arista, Senior Personnel Analyst, x5372  
Approved by: Irma Ramirez-Bough, Director of Human Resources, x5043  
Elsa Jimenez, MPH, Director of Health Services/Public  
Administrator/Public Guardian, x4526

Attachment: Resolution