



Legislation Details (With Board Report)

**File #:** RES 22-046      **Name:** Patient Services Representative Series Class and Comp Study

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

**File created:** 2/16/2022      **In control:** Board of Supervisors

**On agenda:** 3/1/2022      **Final action:** 3/1/2022

**Title:** Adopt a Resolution to:  
 a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications as indicated in Attachment A;  
 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. 67, 5. Completed Resoltuon Item No. 67

Date	Ver.	Action By	Action	Result
3/1/2022	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:  
 a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications as indicated in Attachment A;  
 b. Direct 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 to adjust the base wage salary ranges of the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications as indicated in Attachment A;  
 b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A classification and compensation study of the Patient Services Representative classification series was requested by Service Employees International Union (SEIU) Local 521 on behalf of Health Department and Natividad employees. The Human Resources Department, Health Department and Natividad Human Resources collaborated in conducting the classification and compensation study.

The classification analysis identified that incumbents in the Patient Services Representative classifications series which includes the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications assigned to the Health Department and Natividad were found to be performing job duties that are within the scope of their classifications and no changes are recommended.

The base wage analysis of the County comparable agencies found that based on the duties performed, the salary of the benchmark classification of Patient Services Representative II was found to be approximately 14.92% below the salary mean of the comparable agency's classifications. It is recommended to adjust the base wage of the Patient Services Representative II classification by approximately 14.92% at top step and to maintain the current spreads of the classification series.

OTHER AGENCY INVOLVEMENT:

Do to timing as it relates to the February 23, 2022 Board of Supervisors Budget Committee meeting and the deadline to have signed Board Reports in Legistar for the March 1, 2022 Board of Supervisors meeting, this item is agenda ready for consideration but has not yet been reviewed by the Board of Supervisors Budget Committee. The Human Resources Department will communicate the Board of Supervisors Budget Committee's recommendation to the Board of Supervisors.

The Health Department and Natividad have reviewed and concur with the recommendations. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

The salary and benefits increase for the Health Department for the remainder of FY 2021-22 is approximately \$261,010 and will be managed within the department's existing appropriation and revenue. If revenues are unable to keep pace with increase costs, reductions may result. The annual increase of \$783,030 will be included in the development of the FY 2022-23 budget.

The salary and benefits increase for Natividad for the remainder of FY 2021-22 is approximately \$197,245.74 or \$591,737.22 annually and will be absorbed within the department's 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

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Attachment:  
Attachment A  
Resolution