



## Legislation Details (With Board Report)

**File #:** RES 20-127      **Name:** Amend PPPR ISS  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 8/6/2020      **In control:** Board of Supervisors  
**On agenda:** 8/18/2020      **Final action:** 8/18/2020

**Title:** a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to adjust the salary ranges for the classifications of Senior Inmate Services Specialist and Inmate Services Specialist as indicated in Attachment A; and  
b. Direct the County of Monterey Human Resources Department to implement the changes in the Advantage HRM System.  
c. Direct the Auditor-Controller to make retroactive payment to impacted employees effective August 1, 2020.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution ISS-Sr ISS Wage Increase, 3. Attachment A - ISS-Sr ISS Wage Increase, 4. Item No. 32 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
8/18/2020	1	Board of Supervisors	adopted - human resources department	Pass

a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to adjust the salary ranges for the classifications of Senior Inmate Services Specialist and Inmate Services Specialist as indicated in Attachment A; and  
b. Direct the County of Monterey Human Resources Department to implement the changes in the Advantage HRM System.  
c. Direct the Auditor-Controller to make retroactive payment to impacted employees effective August 1, 2020.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors Adopt a Resolution:

a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to adjust the salary ranges for the classifications of Senior Inmate Services Specialist and Inmate Services Specialist as indicated in Attachment A; and  
b. Direct the County of Monterey Human Resources Department to implement the changes in the Advantage HRM System.  
c. Direct the Auditor-Controller to make retroactive payment to impacted employees effective August 1, 2020.

**SUMMARY/DISCUSSION:**

The County of Monterey Human Resources Department responded to a request from Service Employees International Union (SEIU) Local 521 by conducting a classification and compensation study for the following classifications in the Sheriff-Coroner Department: 1) Senior Inmate Services Specialist; and 2) Inmate Services Specialist.

The results of the classification study found that the operational needs of the department as it relates to the specific function of the Inmate Services Specialist unit is accurately reflected in the job duties defined in both the Senior Inmate Services Specialist and Inmate Services Specialist classifications and that each of the

respective incumbents subject to this study are performing the job duties within the scope of their assigned classification. While no changes to the classification are recommended, the results of the compensation study found that the Senior Inmate Services Specialist and Inmate Services Specialist classifications are below the market average. The proposed salary adjustment is based on the analysis of the external review of comparable positions. The current salary would need to be increased by 6.11% in order to align the salary with the salary mean of the comparable agency's classifications. As a result, it is recommended that the salary ranges for the Senior Inmate Services Specialist and the Inmate Services Specialist be adjusted as indicated in the attached Resolution effective August 1, 2020.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Sheriff-Coroner Department concur with the recommendations. SEIU Local 521 has also been apprised of the classification and compensation recommendations.

FINANCING:

The total cost of these wage adjustments is estimated at \$25,700. This was an unbudgeted expenditure that will be taken out of the FY 2020-21 Approved Budget. The Sheriff's Office will do its best to absorb this estimated \$25,700 in the Approved Budget and this Board Action will have no impact to the General Fund Contribution.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to attract, recruit, and retain a diverse, highly skilled work force that supports the mission of Monterey County.

Economic Development  
Administration

X Health & Human Services  
Infrastructure  
Public Safety

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Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

Attachment A  
Resolution

cc: Stephen T. Bernal, Sheriff  
John C. Mineau, Undersheriff