



Legislation Details (With Board Report)

File #:	RES 20-112	Name:	Amend PPPR regarding Assistant Director of RMA
Type:	BoS Resolution	Status:	Passed - Human Resources Department
File created:	6/29/2020	In control:	Board of Supervisors
On agenda:	7/7/2020	Final action:	7/7/2020

Title: Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Resource Management Agency and abolish the classification of Deputy Director of Administrative Services as indicated in Attachment A effective July 4, 2020; and
- b. Amend the Resource Management Agency's Budget 3000-RMA013 Unit 8222 to reallocate and to approve the reclassification of one (1) Deputy Director of Administrative Services to one (1) Assistant Director of Resource Management Agency as indicated in Attachment A effective July 4, 2020; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to add the classification of Assistant Director of Resource Management Agency and remove the classifications of Deputy Director of Administrative Services, Deputy Director of Land Use & Community Development and Deputy Director of Public Works and Facilities from the designated Assistant Department Head list; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 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 - Asst RMA Dir, 3. Resolution Asst Dir RMA, 4. Item No. 36 Revised Board Order and Resolution

Date	Ver.	Action By	Action	Result
7/7/2020	1	Board of Supervisors		

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Resource Management Agency and abolish the classification of Deputy Director of Administrative Services as indicated in Attachment A effective July 4, 2020; and
- b. Amend the Resource Management Agency's Budget 3000-RMA013 Unit 8222 to reallocate and to approve the reclassification of one (1) Deputy Director of Administrative Services to one (1) Assistant Director of Resource Management Agency as indicated in Attachment A effective July 4, 2020; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to add the classification of Assistant Director of Resource Management Agency and remove the classifications of Deputy Director of Administrative Services, Deputy Director of Land Use & Community Development and Deputy Director of Public Works and Facilities from the designated Assistant Department Head list; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 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 take the following actions:

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Assistant Director of Resource Management Agency and abolish the classification of Deputy Director of Administrative Services as indicated in Attachment A effective July 4, 2020; and
- b. Amend the Resource Management Agency's Budget 3000-RMA013 Unit 8222 to reallocate and to approve the reclassification of one (1) Deputy Director of Administrative Services to one (1) Assistant Director of Resource Management Agency as indicated in Attachment A effective July 4, 2020; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to add the classification of Assistant Director of Resource Management Agency and remove the classifications of Deputy Director of Administrative Services, Deputy Director of Land Use & Community Development and Deputy Director of Public Works and Facilities from the designated Assistant Department Head list; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Human Resources Department retained Cooperative Personnel Services HR Consulting (CPS HR) to conduct a classification and compensation study of the Deputy Director of Administrative Services classification in the Resource Management Agency (RMA). The objective of the study was to determine if the position is appropriately classified, and if not, to recommend a classification and salary that accurately reflects the duties currently assigned to the incumbent.

The study found the Deputy Director of Administrative Services assists the RMA Director with planning, organizing, directing and managing all functions and services of the RMA, including the operational priorities, organizational structure issues, claim/litigation responses, and resource and other constraints for all three RMA divisions. The incumbent acts in the absence of the RMA Director by meeting with other managers on various RMA matters, reviewing, approving and signing various authorizing documents, representing the Director with County executives and attending Board of Supervisors meetings. In taking on this new and expanded span of control and responsibility, the incumbent's agency-wide responsibility, authority and span of control has increased and now exceeds the classification of Deputy Director of Administrative Services. CPS recommends a new classification of Assistant Director of Resource Management Agency be created to more accurately reflect the level and scope of the duties being performed by the incumbent.

In accordance with the County Compensation Philosophy, a salary survey was conducted and only one comparable position was matched within the County's comparable agencies (a minimum of three matches is required for validity) resulting in insufficient labor market data to provide a market-based salary recommendation for the class of Assistant Director of Resource Management Agency. CPS recommended an internal alignment by averaging the difference between designated Department Heads and Assistant Department heads within the County. While this is a viable option, the Human Resources Department (HRD) conducted further analysis to identify an internal alignment amongst the Assistant Department Head classifications. The analysis found the proposed classification of Assistant Director of Resource Management Agency most closely matches the Deputy General-Water Resources Agency in terms of scope and complexity. Therefore, the HRD is recommending establishing the salary for the Assistant Director of Resource Management Agency with the same salary range as the Deputy General Manager-Water Resources Agency.

As the proposed Assistant Director of Resource Management Agency is functioning as the assistant department head of the Resource Management Agency, it is recommended to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to add the

classification of Assistant Director of Resource Management Agency and remove the classifications of Deputy Director of Administrative Services, Deputy Director of Land Use & Community Development and Deputy Director of Public Works and Facilities from the designated Assistant Department Head list as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The Resource Management Agency has reviewed and concurs with the recommendations.

FINANCING:

There is no negative impact to the general fund as a result of this action. Staff was aware of this reclassification and accounted for the salary differential when developing its FY 2020-21 Budget, that was Adopted by the Board on June 23, 2020, for Fund 001, Appropriation Unit RMA013.

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

Approved by: Carl Holm, Resource Management Agency Director

Attachment:
Attachment A
Resolution