



Legislation Details (With Board Report)

File #:	RES 23-119	Name:	Sustainability Program Manager Class and Comp Study
Type:	BoS Resolution	Status:	Passed
File created:	6/29/2023	In control:	Board of Supervisors
On agenda:	7/11/2023	Final action:	7/11/2023

Title: Adopt a Resolution to:

- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Sustainability Program Manager with the salary range as indicated in Attachment A;
- b. Amend the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) to reallocate one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Sustainability Program Manager as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 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, 3. Attachment B, 4. Resolution, 5. Revised Board Report - Clean, 6. Revised Board Report - Redline, 7. Revised Resolution - Clean, 8. Revised Resolution - Redline, 9. Completed Board Order Item No. 39, 10. Completed Resolution Item No. 39, 11. REVISED Resolution Item No. 39

Date	Ver.	Action By	Action	Result
7/11/2023	1	Board of Supervisors		

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- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 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 consider adopting a Resolution to:

- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Sustainability Program Manager with the salary range as indicated in Attachment A;
- b. Amend the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) to reallocate one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Sustainability Program Manager as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

The Human Resources Department completed a classification and base wage compensation study of one (1) Management Analyst III position that oversees the County's Sustainability Program within the County Administrative Office's Intergovernmental and Legislative Affairs (IGLA) Division. The objective of the study was to determine if the position is appropriately classified, and if not, to recommend a classification and base wage salary that accurately reflects the duties and responsibilities currently assigned to the incumbent.

The classification study found that the Management Analyst III incumbent manages the development of the Climate Action plan which is required by the County's General Plan; coordinates the County's sustainability compliance related to federal, state, and local legislation changes; develops policies for climate action and sustainability; writes, manages, and implements grants; and supervises one Management Analyst I incumbent. The analysis indicates that the Management Analyst III classification does not accurately reflect the duties and responsibilities that the incumbent is performing and there is currently no other Monterey County classification that encompasses the scope of work, complexity, and consequence of error of this position. As such, it is determined that there is a need to create a new classification of Sustainability Program Manager.

To establish a salary for this new classification, the Human Resources Department completed a base wage compensation study and found that the job duties and responsibilities of the IGLA Management Analyst III position were matched to four (4) of the ten (10) market comparable agencies: The Counties of Alameda, Santa Clara, Santa Cruz, and the City of Monterey. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Sonoma, and the City of Salinas. The base wage compensation survey mean at top monthly step is approximately \$12,333.

The County Compensation Philosophy requires a minimum of three (3) benchmark classification matches with our comparable agencies in order to provide sufficient data for analyzing and determining a base wage comparison. As a result, there is sufficient data to help support creating the new classification of Sustainability Program Manager with a top monthly salary of approximately \$12,333.

The Human Resources Department is seeking consideration from the Board of Supervisors to adopt a Resolution to create the new classification of Sustainability Program Manager with respective salary and reallocate one (1) vacant Management Analyst III position to one (1) Sustainability Program Manager.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and County Administrative Office have reviewed and concur with the recommendations. In addition, the County Employee Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The position of Sustainability Manager will replace the Management Analyst III position that is currently vacant. The Management Analyst III position is a full-time position with an annual salary range of \$85,546 to \$116,848 and is fully funded in the FY 23-24 budget. The Sustainability Manager position would be a full-time position with an annual salary range of \$108,360 - \$147,996, resulting in annualized maximum salary increase of \$31,148 (a 26.7% increase). Adding payroll related benefits, the total cost increase is \$39,508 (a 21.8% increase). The additional total cost will be absorbed within the Department's FY 2023-24 adopted budget by immediate salary savings due to current vacancies. In future fiscal years, this cost increase will either result in the department's need for higher General Fund Contribution -or the need to absorb this additional cost within its annual budget.

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

Attachment B

Resolution