



## Legislation Details (With Board Report)

**File #:** BC 24-079      **Name:** Staff Trainer Series Classification and Compensation Study

**Type:** Budget Committee      **Status:** Agenda Ready

**File created:** 6/13/2024      **In control:** Budget Committee

**On agenda:** 6/26/2024      **Final action:**

**Title:** a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Staff Trainer I/II and Supervising Staff Trainer classifications as indicated in Attachment A; and  
b. Consider supporting the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. BC Report, 2. Attachment A

Date	Ver.	Action By	Action	Result
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- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Staff Trainer I/II and Supervising Staff Trainer classifications as indicated in Attachment A; and
- b. Consider supporting the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**RECOMMENDATION:**

It is recommended that the Budget Committee support the following actions:

- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Staff Trainer I/II and Supervising Staff Trainer classifications as indicated in Attachment A; and
- b. Consider supporting the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**SUMMARY/DISCUSSION:**

A classification and compensation study of the Staff Trainer classification series was requested by Service Employees International Union (SEIU) Local 521 on behalf of Department of Social Services employees.

The classification analysis identified that incumbents in the Staff Trainer classification series, which includes the Staff Trainer I/II and Supervising Staff Trainer classifications assigned to the Department of Social Services, 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 Staff Trainer II was matched to five (5) of the ten (10) comparable agencies: The Counties of Alameda, Contra Costa, San Benito, Santa Clara, and Santa Cruz. After a thorough review and analysis of available data, no comparable matches were identified in the Counties of San Luis

Obispo, San Mateo, or Sonoma, nor in the Cities of Monterey and Salinas. The Staff Trainer II was found to be approximately 9.59% below the salary mean of the comparable agencies' classifications. It is recommended to adjust the base wage of the Staff Trainer II classification by approximately 9.59% at top step and to maintain the current spreads of the classification series.

OTHER AGENCY INVOLVEMENT:

The Department of Social Services has reviewed and concurs with the recommendations. In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

Approval of the recommended action would result in an estimated salary and benefit cost increase for the remainder of Fiscal Year 2024-25 of \$134,802 (001-5010-SOC005-8262) or \$140,663 annualized. The Department of Social Services will manage the increased cost within their FY 2024-25 adopted budget; however, cost increases will create budgetary imbalances in future years if revenue growth is not sufficient to keep up with overall expenditure increases.

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