



Legislation Details (With Board Report)

**File #:** RES 22-034      **Name:** Step Eligibility Timeframe for Non-Elected Unit Y  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 1/31/2022      **In control:** Board of Supervisors  
**On agenda:** 2/8/2022      **Final action:** 2/8/2022

**Title:** Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range for Non-Elected Unit Y to change the step eligibility time frame from twenty-four (24) months to twelve (12) months effective January 1, 2022; and  
b. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A - PPPR Redline and Clean Versions, 3. Resolution, 4. Completed Board Order Item No. 46, 5. Completed Resolution Item No. 46

| Date     | Ver. | Action By            | Action                               | Result |
|----------|------|----------------------|--------------------------------------|--------|
| 2/8/2022 | 1    | Board of Supervisors | adopted - human resources department |        |

Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range for Non-Elected Unit Y to change the step eligibility time frame from twenty-four (24) months to twelve (12) months effective January 1, 2022; and  
b. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors take the following actions:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range for Non-Elected Unit Y to change the step eligibility time frame from twenty-four (24) months to twelve (12) months effective January 1, 2022; and  
b. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

**SUMMARY/DISCUSSION:**

Last year, the Human Resources Department disseminated a survey to the County’s previous ten (10) comparable agencies to determine if the County’s current practice of providing executive management with a step advancement every two years was aligned with industry standard. Of the ten (10) comparable agencies, nine (9) responded and indicated they provide their executive management with step advancements annually.

Based on the survey findings, the Human Resources Department recommends the Board of Supervisors consider amending the Personnel Policies and Practices Resolution (PPPR) Section A.1.11.2 Increases within Salary Range for Non-Elected Unit Y to modify the step eligibility time frame from twenty-four (24) months to

twelve (12) months (see Attachment A).

The Human Resources Department believes changing this methodology is going to provide a greater ability to attract and retain talented and qualified executive management. Furthermore, amending the step eligibility time frame to annual step advancement would standardize the salary step advancement for executive management staff with the rest of the County's workforce.

For these reasons, it is recommended that the Board of Supervisors approve the amendment to the Personnel Policies and Practices Resolution. Upon approval by the Board of Supervisors, the Auditor-Controller Office will have authorization to pay impacted Unit Y employees who are eligible effective January 1, 2022.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office, Office of the County Counsel, and the Auditor-Controller's Office concur with the recommendation.

FINANCING:

The costs associated with these actions will be absorbed in departments' budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments:

A - PPPR Amendment (Redline and Clean Versions)

B - Resolution