



Legislation Details (With Board Report)

File #:	RES 21-184	Name:	Adjust Salary Range for Director of Health Information Management
Type:	BoS Resolution	Status:	Passed - Natividad Medical Center
File created:	10/11/2021	In control:	Board of Supervisors
On agenda:	10/26/2021	Final action:	10/26/2021

Title: Adopt Resolution to:
a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendices A and B to adjust the salary range for the classification of Director of Health Information Management, as indicated in the attached resolution; and
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report.pdf, 2. Resolution - Adjust Salary Range for Director of HIM, 3. Completed Board Order Item No. 19, 4. Completed Resolution Item No. 19

Date	Ver.	Action By	Action	Result
10/26/2021	1	Board of Supervisors		

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a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendices A and B to adjust the salary range for the classification of Director of Health Information Management, as indicated in the attached resolution; and
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt Resolution to:
a. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendices A and B to adjust the salary range for the classification of Director of Health Information Management, as indicated in the attached resolution; and
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

Natividad administration staff requested a compensation study for the Director of Health Information Management classification. The Natividad HR Department conducted a wage study with our comparable agencies with hospital facilities and recommends that a new salary range for the Director of Health Information Management classification be set at \$11,233-\$15,342 (monthly) based on labor market findings.

The Director of Health Information Management is responsible for the planning, organization and directing of the Health Information Management division of Natividad. This role interprets, develops and ensures

compliance with applicable regulations and standards all while coordinating the work of the division with other Natividad divisions and County departments. Incumbents provide expert professional assistance to hospital executives on medical record matters.

Outside of negotiated cost of living adjustments, there is no record of a market analysis being performed since the classification to ensure alignment since 2007. The wage study is now complete and confirmed that the classification of Director of Health Information Management is paid 34.75% below the survey mean.

Classification Title: Director of Health Information Management							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$64.807	\$68.371	\$72.131	\$76.098	\$80.283	\$84.297	\$88.512	50T41	7	P	9043	X	Exemp
\$5,184.52	\$5,469.65	\$5,770.47	\$6,087.83	\$6,422.64	\$6,743.77	\$7,080.96						
\$11,233	\$11,851	\$12,503	\$13,190	\$13,916	\$14,612	\$15,342						

It is therefore recommended the Board of Supervisors approve the proposed action to adjust the salary range of the Director of Health Information Management classification to ensure that qualified applicants are recruited and retained for this position that is utilized within various departments of Natividad.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department reviewed and concurs with the recommendations.

FINANCING:

There is a salary increase of \$47,482 as a result of these actions for Natividad Medical Center (Unit 9600) FY 2021-22 Adopted Budget. This action does not impact the General Fund.

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:
Resolution