



## Legislation Details (With Board Report)

**File #:** RES 22-184      **Name:** Create New Class of Cannabis Program Manager  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 9/30/2022      **In control:** Board of Supervisors  
**On agenda:** 10/11/2022      **Final action:** 10/11/2022

**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 Cannabis Program Manager with the salary range as indicated in Attachment A with an effective date of October 8, 2022;  
b. Amend the County Administrative Office Unit 1050-8533-Fund 001-Appropriation Unit CAO004 to reallocate and approve the reclassification of one (1) Program Manager II to one (1) Cannabis Program Manager as indicated in Attachment A with an effective date of October 8, 2022;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 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. Resolution, 4. Completed Board Order No. 33, 5. Completed Resolution No. 33

Date	Ver.	Action By	Action	Result
10/11/2022	1	Board of Supervisors	adopted	Pass

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 Cannabis Program Manager with the salary range as indicated in Attachment A with an effective date of October 8, 2022;  
b. Amend the County Administrative Office Unit 1050-8533-Fund 001-Appropriation Unit CAO004 to reallocate and approve the reclassification of one (1) Program Manager II to one (1) Cannabis Program Manager as indicated in Attachment A with an effective date of October 8, 2022;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 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 adopts a Resolution to:  
a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Cannabis Program Manager with the salary range as indicated in Attachment A with an effective date of October 8, 2022;  
b. Amend the County Administrative Office Unit 1050-8533-Fund 001-Appropriation Unit CAO004 to reallocate and approve the reclassification of one (1) Program Manager II to one (1) Cannabis Program Manager as indicated in Attachment A with an effective date of October 8, 2022;  
c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

The Human Resources Department recently conducted a classification and base wage compensation study of the Program Manager II position in the County’s Cannabis Program. The study found that the Program Manager II classification no longer aligns with the duties and responsibilities the incumbent is currently performing. Given the duties and responsibilities, it was determined there is a need to create a new classification of Cannabis Program Manager.

Moreover, to establish a salary for this new classification, the Human Resources Department completed an external base wage compensation analysis and found there were no matches with the County’s nine (9) comparable agencies. 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. The County’s Philosophy states that in the absence of sufficient external data comparisons, the County will use internal comparisons to set base wages for classifications. Therefore, as a result of this internal analysis, it is recommended to create the new classification of Cannabis Program Manager, set the salary of this new classification to approximately \$11,800 per month at top step, and reallocate the position and reclassify the Program Manager II incumbent to the newly created classification of Cannabis 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 annualized increased cost of salary and benefits for the County Administrative Office is estimated at \$13,599. The increased cost for FY 2022-23 is estimated at \$10,199, which will be absorbed by the County Administrative Office’s adopted budget. Future year personnel costs will be included in the Office’s requested 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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Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachments:  
Attachment A  
Resolution