



Legislation Details (With Board Report)

**File #:** RES 23-156      **Name:** Account Clerk, et al. Wage Study  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 8/11/2023      **In control:** Board of Supervisors  
**On agenda:** 8/22/2023      **Final action:** 8/22/2023

**Title:** Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Account Clerk, Senior Account Clerk and Accounting Technician classifications as indicated in Attachment A;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Accounting Clerical Supervisor as indicated in Attachment A;  
c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 68, 5. Completed Resolution Item No. 68

Date	Ver.	Action By	Action	Result
8/22/2023	1	Board of Supervisors		

Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Account Clerk, Senior Account Clerk and Accounting Technician classifications as indicated in Attachment A;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Accounting Clerical Supervisor as indicated in Attachment A;  
c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors consider adopting a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Account Clerk, Senior Account Clerk and Accounting Technician classifications as indicated in Attachment A;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Accounting Clerical Supervisor as indicated in Attachment A;  
c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

**SUMMARY/DISCUSSION:**

The Human Resources Department completed base wage compensation studies of the Account Clerk classification series, and the Accounting Clerical Supervisor classification. The Account Clerk series includes the Account Clerk, Senior Account Clerk and Accounting Technician classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of Account Clerk was matched to seven (7) of the nine (9) comparable agencies: The Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified at the Cities of Monterey and Salinas. The base wage salary of the Account Clerk was found to be approximately 16.80% below the salary mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of Accounting Clerical Supervisor was matched to seven (7) of the nine (9) comparable agencies: The Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified at the Cities of Monterey and Salinas. The base wage salary of the Accounting Clerical Supervisor was found to be approximately 15.67% below the salary mean of the comparable agencies' classifications.

To promote the Human Resources Department's mission to make the County the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards.

In accordance with the Compensation Philosophy, the base wage salary of the Account Clerk classification would need to be adjusted by approximately 16.80% at top step in order to align them with the labor market average and to maintain the current spread of the classification series. In addition, the base wage salary of the Accounting Clerical Supervisor would need to be adjusted by approximately 15.67% at top step in order to align it with the labor market average.

**OTHER AGENCY INVOLVEMENT:**

The Board of Supervisors Budget Committee and the following departments have reviewed and concur with the recommendation: County Administrative Office; Human Resources; Assessor-County Clerk-Recorder; Treasurer/Tax Collector; Auditor-Controller; Information Technology Department; Child Support Services; Public Defender; Sheriff-Coroner; Probation; Agricultural Commissioner's Office; Housing & Community Development; Public Works, Facilities & Parks; Health; Department of Social Services; Monterey County Free Library; Cooperative Extension; Water Resources Agency; and Natividad Medical Center.

In addition, Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

**FINANCING:**

The impact of these base wage analysis is approximately \$1,163,634 for the remainder of FY 2023-24 or \$1,396,361 annually. The impact by fund is broken down as follows:

- General Fund: \$955,556
- Road Fund: \$54,901
- Library Fund: \$19,722
- Behavioral Health Fund: \$33,934
- Natividad Medical Center: \$99,521

The budget in sixteen (16) departments in the General Fund will be affected by this cost increase. All affected departments will work to manage the increase within their FY 2023-24 adopted budget and will provide a report to the Board of Supervisors when the Budget End of Year Report (BEYR) is presented if they are experiencing budgetary challenges resulting from this cost increase.

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

Attachment:  
Attachment A  
Resolution