



Legislation Details (With Board Report)

File #: RES 22-006 **Name:** Legal Support Retitle and Base Wage Adjustment (BOS)
Type: BoS Resolution **Status:** General Government - Consent
File created: 12/20/2021 **In control:** Board of Supervisors
On agenda: 1/11/2022 **Final action:**

Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated in attachment A;
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated in attachment A;
c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B, to abolish the Legal Support Coordinator and Senior Legal Process Clerk classifications;
d. Direct 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 Item No. 64, 5. Completed Resolution Item No. 64 REVISED

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

Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated in attachment A;
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated in attachment A;
c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B, to abolish the Legal Support Coordinator and Senior Legal Process Clerk classifications;
d. Direct 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 Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and consolidate the Senior Legal Secretary Classification with the Legal Secretary III with the salary ranges as indicated in attachment A;
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Supervising Legal Secretary, Legal Assistant, Legal Process Clerk and Legal Typist as indicated in attachment A;
c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B, to abolish

- the Legal Support Coordinator and Senior Legal Process Clerk classifications;
- d. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A classification and base wage compensation study of the Legal Secretary-Confidential and Senior Legal Secretary-Confidential was requested by the County Counsel’s Office May 3, 2018. The reasons cited for the classification and base wage compensation study request included expanded/changes in job duties, difficulties with recruitment and retention, and outdated classification specifications. The study was conducted by Koff & Associates and was completed in August 2019.

On December 10, 2019, the Board of Supervisors approved the creation of the Legal Secretary III classification as a result of the classification and compensation study conducted of the Legal Secretary-Confidential and Senior Legal Secretary-Confidential classifications in the County Counsel’s Office. The intent when creating the Legal Secretary III classification was to also create an entry level classification of Legal Secretary I, retitle the Legal Secretary to Legal Secretary II and to consolidate the Senior Legal Secretary with the Legal Secretary III. The Human Resources Department recommends adjusting the base wage of the series in alignment with the salary established when the Legal Secretary III classification was created which was set at approximately 13.12% above the Senior Legal Secretary at top step and to maintain the spread within the series. This will result in an approximate 13.12% increase at top step for the Legal Secretary II, the current incumbents of the Senior Legal Secretary and the Supervising Legal Secretary.

The Personnel Policies and Practices Resolution (PPPR) No. 98-394 defines Consolidation of Classes as “An act whereby classes having similar scope, responsibilities and requirements of education, experience, knowledge, and ability are combined into a single class for the purpose of reorganizing the classification structure. The consolidation of classes has a neutral effect on the employee (i.e. no start of new probationary period, no change in salary step, no change in step advancement date, no less of seniority in class, etc.).”

In the continued effort to ensure employees are receiving competitive compensation, the Human Resources Department conducted base wage compensation studies of the Legal Process Clerk series, Legal Typist, Legal Assistant, and the Legal Support Coordinator classifications. Allocated positions exist in the District Attorney’s Office, Child Support Services, and Public Defender’s Office. The base wage analysis found that based on the duties performed, the following benchmark classifications are below the market average by more than 5% of the County’s comparable agencies:

Current Benchmark Classification Name	% Below Market
Legal Assistant	16.10%
Legal Process Clerk	27.43%
Legal Typist	17.38%

It is recommended to adjust the salary ranges of the benchmark classifications above by the approximate percentage identified at top step.

In reviewing current allocations of the Legal Support Coordinator and Senior Legal Process Clerk classifications it was identified they have not been allocated in over a decade and are recommended to be abolished as they no longer meet the needs of the County.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee, County Administrative Office and the impacted departments

have reviewed and concur with the recommendations. Service Employees International Union (SEIU) Local 521 has been notified of the recommendations.

FINANCING:

The salary and benefits increase for Child Support Services Budget Unit 2250-8018 - Fund 001 - Appropriation Unit CHI001 for the remainder of FY 2021-22 is approximately \$12,286 or \$26,620 annually and is anticipated to be absorbed within the departments existing appropriations.

The salary and benefits increase for District Attorney’s Office Budget Unit 2240-8062 - Fund 001 - Appropriation Unit DIS001 for the remainder of FY 2021-22 is approximately \$13,681 or \$29,643 annually; Budget Unit 2240-8063 - Fund 001 - Appropriation Unit DIS001 for the remainder of FY 2021-22 is approximately \$179,719 or \$389,390 annually for a combined total of approximately \$193,400 for FY 2021-22 \$419,033 annually and is anticipated to be absorbed within the departments existing appropriations.

The salary and benefits increase for Public Defender’s Office Budget Unit 2270-8169 - Fund 001 - Appropriation Unit PUB001 for the remainder of FY 2021-22 is approximately \$48,973 or \$106,108 annually and is anticipated to be absorbed within the departments existing appropriations.

Current estimates indicated the respective departments will be able to absorb the fiscal impact of these base wage adjustments; however, if this should change in the future, the affected department(s) will return to the Budget Committee to request an appropriation increase if needed.

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