



Legislation Details (With Board Report)

**File #:** RES 22-030      **Name:** Administrative Analyst Base Wage Study  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 1/27/2022      **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 Appendix A to adjust the base wage salary ranges of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative classification series as indicated in Attachment A;  
b. 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. 44, 5. Completed Resolution Item No. 44

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

Adopt a Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative classification series as indicated in Attachment A;  
b. 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 to adjust the base wage salary ranges of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative classification series as indicated in Attachment A;  
b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

**SUMMARY/DISCUSSION:**

A base wage compensation study of the Administrative Analyst classification series was requested by the County Administrative Office-Budget & Analysis Division citing in part, the position requires budget and operational knowledge across multiple departments and works with departments to carry out budget and fiscal policy management functions. As departments have become more complex, staffing and budgets have grown over time. This growth in complexity has also grown for the Administrative Analyst position but no salary adjustments have been made to account for this growth in complexity and to account for the higher level of responsibility.

As the Administrative Analyst series has historically been tied in base wages with other existing classifications/series across the County, the study was expanded to analyze the base wages of the aligned benchmark classifications in order to determine if the base wages should remain aligned or should be adjusted based on the market average of the County’s comparable agencies. The base wage analysis included the

following benchmark classifications and the identified percentage above or below market as indicated below:

<b>Class Code</b>	<b>Classification Title</b>	<b>% Above or Below Market</b>
14C75	Administrative Assistant to District Attorney	Insufficient Comparables
14C71	Administrative Services Officer	-0.90%
14A20	Associate Administrative Analyst	-10.19%
14B47	Associate Equal Opportunity Analyst	-3.10%
14B21	Associate Personnel Analyst	-6.19%
14B62	Associate Risk & Benefits Analyst	-5.24%
14H02	Board of Supervisor Policy Analyst	Insufficient Comparables
50B12	Emergency Medical Services Analyst	-1.21%
14B22	Employee Relations Representative II	-11.81%
14C30	Management Analyst II	2.91%
14A10	Project Manager I	Insufficient Comparables
41F31	Redevelopment/Housing Project Analyst II	11.28%

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 base wage analysis of the County comparable agencies found that based on the duties performed, the salary of the benchmark classifications of Associate Administrative Analyst, Associate Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative II were found to be more than 5.00% below the market average. The Administrative Services Officer, Associate Equal Opportunity Analyst and Emergency Medical Services Analyst are within 5% of the market average while the Management Analyst II and Redevelopment/Housing Project Analyst II are above market. There are none, or less than three (3) matches to compare for the Administrative Assistant to District Attorney, Board of Supervisors Policy Analyst and the Project Manager I.

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. Therefore, the Human Resources Department recommends adjusting the base wages of the Administrative Analyst, Personnel Analyst, Risk & Benefits Analyst and Employee Relations Representative series at top step by the approximate percentage identified above and to maintain the spread of the classification series as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee, County Administrative Office and impacted departments have reviewed and concur with the recommendations.

FINANCING:

The annualized salary and benefits increase to implement the base wage salary increases is approximately \$700,615 or \$291,923 for the remainder of FY 2021-22. It is the intent that the impacted departments will absorb the increases within existing appropriations and, if necessary, budget augmentations will be brought forward for consideration in the latter part of the fiscal year.

The approximate total annualized and remainder of FY 2021-22 salary and benefits increase for impacted departments are as follows:

<b>Department</b>	<b>Approximate Annualized Increase</b>	<b>Approximate Remainder FY 2021-22 Increase</b>	<b>Allocated FTE</b>
Agriculture Commissioner	\$14,553	\$6,064	2
Assessor/Clerk/Recorder	\$14,553	\$6,064	2
County Administrative Office	\$90,841	\$37,850	5
County Counsel	\$23,774	\$9,906	3
Health	\$90,097	\$37,540	12
Human Resources	\$259,520	\$108,133	32
Information Technology	\$14,553	\$6,064	2
Natividad Medical Center	\$89,778	\$37,407	12
Probation	\$5,712	\$2,380	1
Sheriff-Coroner	\$7,140	\$2,975	1
Social Services	\$90,097	\$37,540	12
<b>Grand Total</b>	<b>\$700,615</b>	<b>\$291,923</b>	<b>84</b>

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:  
Attachment A  
Resolution