



Legislation Details (With Board Report)

File #: PAR 23-004 **Name:** Receive a report in response to Board Referral No. 2023.01 to allow each supervisorial office greater opportunity to tailor its staffing to meet the needs of its district’s constituents.

Type: Preliminary Analysis Report **Status:** Received

File created: 1/31/2023 **In control:** Board of Supervisors

On agenda: 2/7/2023 **Final action:**

Title: Receive a report in response to Board Referral No. 2023.01 to allow each supervisorial office greater opportunity to tailor its staffing to meet the needs of its district’s constituents.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Attachment B, 4. Board Referral No. 2023.01, 5. Presentation Item No.pdf, 6. Completed Board Order No. 11

Date	Ver.	Action By	Action	Result
2/7/2023	1	Board of Supervisors		

Receive a report in response to **Board Referral No. 2023.01** to allow each supervisorial office greater opportunity to tailor its staffing to meet the needs of its district’s constituents.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Consider a response to **Board Referral No. 2023.01** requesting the Human Resources Department to provide a recommendation to the Board regarding options for hiring multiple staff in one classification as long as the district office stays within their current budget for salary and benefits.

SUMMARY:

By way of background, in 2018, the Human Resources Department responded to Board of Supervisor Referral No. 2018.17 and recommended that the Board of Supervisors adopt a Resolution to amend the Personnel Policies and Practices Resolution (PPPR) to retitle the Principal Board Aide to Board of Supervisors Chief of Staff, Board of Supervisors Aide to Board of Supervisors Policy Analyst, and Board of Supervisors Administrative Assistant to Board of Supervisors Executive Assistant. The requested title change was intended to modernize the titles and more accurately reflect the duties performed by the incumbents as well as recognizing the professional level support provided to the Board Offices and the public.

In response to Board of Supervisor Referral No. 2023.01, the Human Resources Department conducted labor market research of comparable agencies to identify how Board of Supervisor District Offices are staffed. The chart in Attachment A summarizes the findings.

After reviewing the data collected from the County’s comparable agencies and in response to the Board Referral, the Human Resources Department has identified the options in Attachment B for Board consideration:

If option #2 is preferred by the Board, the Human Resources Department will work with the Auditor-Controller Office to implement the necessary position changes in the FY 2022-23 Adopted Budget.

Lastly, the Human Resources Department conducted a base wage compensation study for Board of Supervisors Chief of Staff, Board of Supervisors Policy Analyst, and Board of Supervisors Executive Assistant classifications. The base wage compensation study determined that all three classifications are within market and a base wage adjustment is not recommended at this time.

FINANCING:

If option #2 is implemented, the salary and benefit increase for the remainder of Fiscal Year 2022-23 is approximately \$100,547.69 (\$20,109.54 per office) or \$241,314.45 (\$48,262.89 per office) annually.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This item further advances the Board of Supervisors administrative strategic initiative in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments:

Attachment A

Attachment B

Board Referral No. 2023.01