



Legislation Details (With Board Report)

**File #:** PAR 22-001      **Name:** Ref. 2021.27 Preliminary Analysis Response - Class & Comp Process

**Type:** Preliminary Analysis Report      **Status:** General Government - Consent

**File created:** 12/21/2021      **In control:** Board of Supervisors

**On agenda:** 1/11/2022      **Final action:**

**Title:** Receive a preliminary analysis report in response to Board Referral No. 2021.27 seeking information regarding the Classification and Compensation study process.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Board Referral No. 2021.27, 3. Completed Board Order Item No. 29

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

Receive a preliminary analysis report in response to **Board Referral No. 2021.27** seeking information regarding the Classification and Compensation study process.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a preliminary analysis report in response to **Board Referral No. 2021.27** and:
  - 1) Direct that staff proceed with completion of referral based on description in this report; or,
  - 2) Direct that staff:
    - i. Proceed with completion of referral based on modifications by the Board; or,
    - ii. Return to Board with a more comprehensive analysis of referral and anticipated effort for completion; or,
    - iii. Rescind referral.
- b. Provide further direction, as appropriate.

PRELIMINARY ANALYSIS:

**Referral Summary & Background:** Referral No. 2021.27 was submitted by Chair Wendy Root Askew on November 15, 2021 requesting information regarding the Classification and Compensation study process; and was assigned by the County Administrative Office on December 7, 2021.

**Proposed Project Description:** This referral seeks clarification regarding the County’s current Class and Compensation study submittal process and outstanding requests; and requests to work with the Board of Supervisors Human Resources Committee to enhance the Class and Compensation process to continue ensuring equitable undertaking of studies.

In addressing this referral, the Human Resources Department proposes working with the Committee in undertaking the following possible initiatives:

- 1. In partnership with departments and the various employee bargaining groups, develop a plan and

timeline for revamping the County’s process for requesting and conducting classification and base wage compensation studies (e.g., submittal during a specific time of year; a designated number of accepted studies in a year; criteria for priority order; expected turnaround times for the various request types).

2. Continue collaborating with the Information Technology Department to create and implement an online Classification and Compensation Request Tracker to streamline and improve each step in the process, and create transparency, standardization, improved timeliness, efficiency, and effectiveness.
3. Work with CAO Budget Office and departments’ finance staff as part of the budget process to ensure the County maintains current- and long-term fiscal responsibility and sustainability in evaluating the implementation of classification and base wage compensation studies.

The Human Resources Department has convened with the Committee on December 16, 2021 and provided an overview of the County’s current Class and Compensation process; an update on current and accomplished requests; and presented possible initiatives for process improvement.

**Estimated Project Cost:** Costs are unknown at this time; staff will report back on projected costs during the budget process.

**Staffing Level Estimate:** Completion of this referral will involve work by the Director of Human Resources, Assistant Director of Human Resources, two staff members of the Human Resources Classification and Compensation Unit, two staff members of Human Resources Administration Unit, and the Employee and Labor Relations Manager. Additional staffing resources will be needed if a number of studies accepted in a year is not designated and agreed upon by employee bargaining groups and Departments.

**Departmental Challenges:** Possible need for additional staff due to a large volume of pending studies and ongoing requests.

**Proposed Response Date:** The proposed response date is March 29, 2022; this provides the Human Resources Department the opportunity to work with the Board of Supervisors Human Resources Committee on this referral.

**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

Prepared by: Wendell Sells, Management Analyst III, 755-6066

Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

*Board Referral No. 2021.27*