



Legislation Details (With Board Report)

File #:	RES 22-147	Name:	Property Transfer Clerk and Appraiser Series Base Wage Comp Studies
Type:	BoS Resolution	Status:	Passed
File created:	7/19/2022	In control:	Board of Supervisors
On agenda:	7/26/2022	Final action:	7/26/2022

Title: Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Property Transfer Clerk and Senior Property Transfer Clerk 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 Appraiser I, Appraiser II, Appraiser III and Supervising Appraiser as indicated in attachment A;
- c. 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. 40, 5. Completed Resolution Item No. 40

Date	Ver.	Action By	Action	Result
7/26/2022	1	Board of Supervisors	adopted	Pass

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- c. 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 salary ranges of the Property Transfer Clerk and Senior Property Transfer Clerk 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 Appraiser I, Appraiser II, Appraiser III and Supervising Appraiser as indicated in attachment A;
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A base wage compensation study of the Property Transfer Clerk series and the Appraiser series was requested by the Assessor-Clerk-Recorder’s Office. The reasons cited for the request include increase in responsibilities for the Property Transfer Clerk series, recruitment and retention concerns for the Appraiser series and that according to available records neither has had a base wage study conducted.

The base wage analysis of the County’s comparable agencies found that based on the duties performed, the salary of the benchmark classification of Property Transfer Clerk was matched to four (4) of the nine (9) comparable agencies and is approximately 18.95% below the salary mean of the comparable agency’s

classifications and the benchmark classification of Appraiser II was matched to seven (7) of the nine (9) comparable agencies and is approximately 10.19% below the salary mean of the comparable agency's 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.

Therefore, in accordance with the Compensation Philosophy, the Human Resources Department recommends adjusting the base wage salary of the Property Transfer Clerk classification by approximately 18.95% at top step and the Appraiser II by approximately 10.19% at top step in order to align with the labor market average.

The Human Resources Department further recommends to adjust the base wage of the Senior Property Clerk by approximately 18.95% at top step and the Appraiser I, Appraiser III and Supervising Appraiser by Approximately 10.19% at top step in order to maintain the spread of the series.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and the Office of the Assessor-Clerk-Recorder concur with the recommendations. Service Employees International Union (SEIU) Local 521 has been notified of the recommendations.

FINANCING:

The salary and benefits increase for Assessor Budget Unit 8003 - Fund 001 - Appropriation Unit ACR001 for the remainder of FY 2022-23 is approximately \$158,707 or \$171,933 annually. It is the intent that the department will absorb the increases within existing appropriations and, if necessary, will bring forward a budget augmentation for consideration in the latter part of the fiscal year.

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