



Legislation Details (With Board Report)

File #: RES 21-219 **Name:** Minimum Wage 2022
Type: BoS Resolution **Status:** Passed
File created: 11/30/2021 **In control:** Board of Supervisors
On agenda: 12/7/2021 **Final action:** 12/7/2021

Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Food Service Worker I-II, Library Page, Park Services Aide I-III, Mailroom Clerk and Senior Mailroom Clerk, Range Aide and Student Intern classifications to comply with California Senate Bill No. 3, increasing the minimum wage to \$15.00/hour at first step and to maintain the spreads within the series where applicable, effective January 1, 2022 as indicated in Attachment A;
b. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Child Support Assistant I-II and Community Service Aide I-IV classifications effective January 1, 2022 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. 78, 5. Completed Resolution Item No. 78

Date	Ver.	Action By	Action	Result
12/7/2021	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Food Service Worker I-II, Library Page, Park Services Aide I-III, Mailroom Clerk and Senior Mailroom Clerk, Range Aide and Student Intern classifications to comply with California Senate Bill No. 3, increasing the minimum wage to \$15.00/hour at first step and to maintain the spreads within the series where applicable, effective January 1, 2022 as indicated in Attachment A;
b. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Child Support Assistant I-II and Community Service Aide I-IV classifications effective January 1, 2022 as indicated in Attachment A;
c. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Food Service Worker I-II, Library Page, Park Services Aide I-III, Mailroom Clerk and Senior Mailroom Clerk, Range Aide and Student Intern classifications to comply with California Senate Bill No. 3, increasing the minimum wage to \$15.00/hour at first step and to maintain the spreads within the series where applicable, effective January 1, 2022 as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary ranges of the Child Support Assistant I-II and Community Service Aide I-IV classifications effective January 1, 2022 as indicated in Attachment A;
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

On April 4, 2016, California Senate Bill No. 3 was signed into law, which, in part, increases the California minimum wage to \$15.00/hour, effective January 1, 2022.

Currently, the first-step base wage rates of eight County classifications fall below the new State minimum wage effective January 1, 2022:

<u>Class Code</u>	<u>Classification</u>	<u>Impacted Incumbents</u>	<u>Regular/Temporary</u>
25C17	Child Support Assistant I	0	N/A
60P01	Community Service Aide I	0	N/A
70K01	Food Service Worker	0	N/A
80C24	Library Page	0	N/A
80O22	Mailroom Clerk	0	N/A
68C01	Park Services Aide I	0	N/A
68C02	Range Aide	1	Regular
90A01	Student Intern	2	Temporary

In the continued effort to ensure employees are receiving competitive compensation, the Human Resources Department conducted base wage compensation studies of the benchmark classifications.

In conducting the base wage analysis with our comparable agencies there were insufficient benchmark classifications for the Mailroom Clerk, Park Services Aide II and Range Aide for comparison purposes. The Food Service Worker II and Student Intern were found to be above the top step market average of the comparable agencies. The Human Resources Department is recommending that the base wage salary ranges of the Food Service Worker I, Library Page, Mailroom Clerk, Park Services Aide I, Range Aide, and Student Intern classifications be adjusted as indicated in Attachment A, in order for the base wage rates of these classifications to be brought into alignment with the new minimum wage of \$15.00 an hour at the first step effective January 1, 2022. It is further recommended to adjust the base wages of the Food Service Worker II, Senior Mailroom Clerk and Park Services Aide II and III in order to maintain the spreads within the series.

In addition, the base wage analysis found that 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
Child Support Assistant II	18.5%
Community Service Aide III	16.4%

Therefore, it is recommended to adjust the salary ranges of the benchmark classifications above by the approximate percentage identified at top step and to maintain the spreads within the series effective January 1, 2022.

OTHER AGENCY INVOLVEMENT:

The impacted departments have been apprised of the impact of the legislative and market-based wage adjustments and concur with the recommendations.

FINANCING:

The salary and benefits increase for County Administrative Office Budget Units 1050-8504-Rifle Range, 8508-Courier and 8509-Mail for the remainder of FY 2021-22 is approximately \$2,469 or \$4,937 annually and will be absorbed within the departments existing appropriations.

The salary and benefits increase for Child Support Services Budget Unit 2550-8018 for the remainder of FY 2021-22 is approximately \$23, 598 or \$47,195 annually and will be absorbed within the departments existing appropriations.

The salary and benefits increase for Public Works, Facilities and Parks Budget Unit 3200-8556-Parks Operations for the remainder of FY 2021-22 is approximately \$1,209 or \$2,417 annually and will be absorbed within the departments existing appropriations.

The salary and benefits increase for Health Services Budget Units 4000-8121-CMS and 8124-Public Health for the remainder of FY 2021-22 is approximately \$47,994 or \$95,988 annually and will be absorbed within the departments existing appropriations. The Health Department will work with the County Administrative Office Budget and Analysis Division to identify appropriate revenue source for temporary personnel supporting COVID response efforts.

The salary and benefits increase for Natividad Budget Units 9600-8302-Neonatal Infant Care and 8344-Dietary for the remainder of FY 2021-22 is approximately \$12,728 or \$25,455 annually and will be absorbed within the departments existing appropriations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

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

Prepared By: Kim Moore, Assistant Director of Human Resources, 755-5353

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

Attachment: Attachment A
Resolution

cc: Charles J. McKee, County Administrative Officer
Darrell McGowan, Director of Child Support Services
Randall Ishii, Director of Public Works, Facilities and Parks
Elsa Jimenez, Director of Health

Chad Harris, Interim Natividad Chief Executive Officer
Hillary Theyer, Library Director