



Legislation Details (With Board Report)

File #: RES 23-154 **Name:** Food Administrator Probation - Wage Study
Type: BoS Resolution **Status:** Passed
File created: 8/8/2023 **In control:** Board of Supervisors
On agenda: 8/22/2023 **Final action:** 8/22/2023
Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) Appendix A to adjust the base wage salary range of the Food Administrator-Probation classification as indicated in Attachment A;
b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 67, 5. Completed Resolution Item No. 67

Date	Ver.	Action By	Action	Result
8/22/2023	1	Board of Supervisors		

Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) Appendix A to adjust the base wage salary range of the Food Administrator-Probation classification as indicated in Attachment A;
b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:

It is recommended that the Board of Supervisors consider adopting a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) Appendix A to adjust the base wage salary range of the Food Administrator-Probation classification as indicated in Attachment A;
b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

The Human Resources Department completed a base wage compensation study of the Food Administrator-Probation classification.

The base wage analysis of the County’s comparable agencies found that based on the duties performed, the salary of the benchmark classification of the Food Administrator-Probation was matched to three (3) of the nine (9) comparable agencies: The Counties of San Mateo, Santa Clara and Santa Cruz. After a thorough review and analysis of available data, no comparable matches were identified in the Counties of Contra Costa, San Benito, San Luis Obispo and Sonoma, or at the Cities of Monterey and Salinas. The base wage salary was found to be approximately 34.28% below the salary mean of the comparable agencies’ 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.

In accordance with the Compensation Philosophy, the base wage salary of the Food Administrator-Probation classification would need to be adjusted by approximately 34.28% at top step in order to align it with the labor market average.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and Probation Department have reviewed and concur with the recommendation. In addition, County Employees Management Association (CEMA) has been provided notice of this recommendation.

FINANCING:

Approval of the recommended action would result in an estimated salary and benefit cost increase for the remainder of Fiscal Year 2023-24 of \$34,221 (PRO001-8164) or \$38,685 annualized. Probation will manage the increased cost within their FY 2023-24 adopted budget; however, cost increases will create budgetary imbalances in future years if revenue growth is not sufficient to keep up with overall expenditure increases.

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

Prepared by: Caroline McMillin, Personnel Analyst
Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachment:
Attachment A
Resolution