



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 15-020, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create and abolish classifications and associated salary ranges to effectuate the changes due to the organizational review and classification study of positions in the Resource Management Agency and Natividad Medical Center as indicated in the attached Resolution;
- b. Amend the Resource Management Agency's Unit 8176 - Facilities Admin and Unit 8195 - Construction to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution;
- c. Amend the Natividad Medical Center's Unit 8348 - Plant Maintenance to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution; and
- d. Authorize the Auditor Controller to incorporate the approved changes in the FY 2014-15 Adopted Budget and direct the County Administrative Office to incorporate the approved position changes in the FY 2014-15 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended effective March 3, 2015, the Board of Supervisors Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create and abolish classifications and associated salary ranges to effectuate the changes due to the organizational review and classification study of positions in the Resource Management Agency and Natividad Medical Center as indicated in the attached Resolution;
- b. Amend the Resource Management Agency's Unit 8176 - Facilities Admin and Unit 8195 - Construction to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution;
- c. Amend the Natividad Medical Center's Unit 8348 - Plant Maintenance to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution; and
- d. Authorize the Auditor Controller to incorporate the approved changes in the FY 2014-15 Adopted Budget and direct the County Administrative Office to incorporate the approved position changes in the FY 2014-15 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Monterey County Resource Management Agency (RMA) retained Cooperative Personnel Services HR Consulting (CPS HR) to conduct an organizational review of RMA's facilities management and capital improvement projects division; classification and base compensation study for positions included in the classification study. The purpose of the classification study was to determine whether the current classification structures within RMA-Public Works were appropriate and whether the positions studied were properly classified within the County's structure.

Based on the findings of the CPS HR study, recommended actions include creating a Project Manager I/II/III

classification series. Adopting the proposed new job classifications more accurately reflects the nature and scope of work performed in the departments. The study also identified personnel improperly allocated in their current classifications and recommends reclassification as appropriate. This includes the reclassification of incumbents to the new Project Manager I/II/III classifications, and reclassification of an incumbent to the existing Maintenance Manager classification.

CPS HR also collected base salary data in order to assess the current compensation level for the classifications included within the classification study. The recommendations are based on the findings on compensation levels for comparables identified within the labor market.

In addition to the incumbent positions included in the CPS HR study, Human Resources Analysts in the RMA reviewed vacant "Allocations To Be Determined" (TBD) that were allocated during the 2014-15 Budget process. After reviewing the proposed duties and relevant classification allocation factors, the appropriate classifications were identified and assigned to the TBD positions. Also, upon review of RMA position allocations, a filled Facilities Project Manager position was identified as being filled by a Management Analyst II incumbent. The assignment of the Management Analyst II incumbent to this position is arbitrary, and for budget position control purposes only. Therefore the position is recommended for reallocation from Facilities Project Manager to Management Analyst II.

During the course of the classification study conducted by RMA, it was recognized that Natividad Medical Center (NMC) was concurrently conducting a classification study of comparable classes, including Facilities Project Specialist. The NMC class study was initiated by NMC Administration requesting a classification study of the existing Facilities Project Specialist position to determine if a Project Management classification is appropriate for the work being performed by the (1) current incumbent. The duties of the Facilities Project Specialist have significantly changed over the years due to organizational changes, the continued growth and expansion of NMC and the facilities within the NMC campus, for which the current incumbent is responsible.

As a result of the comparable classification studies, the new proposed classification series titled Project Manager I/II/III accurately reflects the nature and scope of work performed by the current Facilities Project Specialist incumbent in the Plant Maintenance department at Natividad Medical Center. A wage assessment was conducted within the NMC classification study, as a result, NMC concurs with the proposed salary range for the Project Manager I/II/III classification series.

The new classifications of Project Manager I/II/III are recommended to be flexibly staffed to the advanced journey/lead level. This recommendation provides continuity in County practices of providing an appointing authority with the latitude necessary to meet staffing needs and in facilitating training and retention of employees hired at lower level due to difficulty of recruiting and/or lack of qualified candidates in the workforce.

The recommended changes will better position the Resource Management Agency and Natividad Medical Center to develop and recognize the skills of staff, as well as strengthen employee recruitment, development, and retention programs to more effectively serve the public.

For these reasons, it is recommended that the Board approve these actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Department Heads of the affected County departments are in concurrence with these proposed actions. The CAO's Budget and Analysis Division has been involved in

discussions on study outcomes.

RMA FINANCING:

Should the Board approve the requested action, the increase in base salary and associated taxes for the remainder of FY 2014-15 is approximately \$3,745. This total will be absorbed within the two (2) RMA Units that are affected. The increased cost in FY 2015-16 is estimated at \$11,676, and will be accommodated in the Agency's Baseline Budget Request through position management. This action does not require an increase in the general fund allocation for the RMA.

NMC FINANCING:

Should the Board approve the requested action, the increase in base salary and associated taxes for the remainder of FY 2014-15 is approximately \$2,241. This total will be absorbed within the one (1) NMC Unit that is affected. The increased cost in FY 2015-16 is estimated at \$5,379, and will be accommodated in the Agency's Baseline Budget Request through position management. This action does not impact the General Fund.

Prepared by:

Suzanne Paluck, Associate Personnel Analyst
Janine Bouyea, NMC Human Resources Administrator

Approved by:

James E. May
Director of Human Resources

Approved by:

Gary Gray DO, Chief Medical Officer, Interim, Chief Executive Officer

Attachments: Resolution; Attachment A

cc: Mike Miller, Auditor-Controller