



# County of Monterey

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

## Board Report

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**File #:** RES 14-040, **Version:** 1

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Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create, re-title, amend salary ranges, and abolish classifications to effectuate the changes due to the reorganization in the Resource Management Agency as indicated in the attached Resolution;
- b. Amend the Resource Management Agency's, Budget Unit 8170-Building Services; Budget Unit 8172-Planning; and Budget Unit 8222-Administration to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution;
- c. Authorize a one-time waiver of new probationary period requirement for incumbents who are reclassified to positions represented in Units J and F; and
- d. Authorize the Auditor Controller to incorporate the approved changes in the FY 2013-14 Adopted Budget and direct the County Administrative Office to incorporate the approved position changes in the FY 2013-14 Adopted Budget and direct the Human Resources Department to implement the changes in the Advantage HRM system.

(REVISED RESOLUTION SUBMITTED)

### **RECOMMENDATION:**

It is recommended effective April 19, 2014, the Board of Supervisors take the following actions:

Adopted a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create, re-title, amend salary ranges, and abolish classifications to effectuate the changes due to the reorganization in the Resource Management Agency as indicated in the attached Resolution;
- b. Amend the Resource Management Agency's, Budget Unit 8170-Building Services; Budget Unit 8172-Planning; and Budget Unit 8222-Administration to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution;
- c. Authorize a one-time waiver of new probationary period requirement for incumbents who are reclassified to positions represented in Units J and F.
- d. Authorize the Auditor Controller to incorporate the approved changes in the FY 2013-14 Adopted Budget and direct the County Administrative Office to incorporate the approved position changes in the FY 2013-14 Adopted Budget and direct 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 plan check and permitting functions; 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 Building Services and Planning were appropriate and whether the positions studied were properly classified within the County's structure, along with an organizational review to analyze the permitting process to determine the feasibility of consolidating processes into a single function. Recommended actions also correct certain existing internal inequities.

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

classification series as well as re-titling the Code Enforcement Officer I/II and the Planning and Building Services Manager to Code Compliance Inspector I/II and RMA Services Manager, respectively. Adopting the proposed new job classifications and the re-titling of the two 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.

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.

The new classifications of Permit Technician I/II/III are recommended to be flexibly staffed to the full journey 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 to develop and recognize the skills of staff, as well as strengthen employee recruitment, development and retention programs. These changes will also support the continuous improvement objectives of the RMA to consolidate the permitting processes into a single function, thereby creating greater efficiencies within the organization and more effectively serving the public.

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

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Resource Management Agency Director are in concurrence with these proposed actions. SEIU 521 has been informed of the recommendations. The CAO's Budget and Analysis office has been involved in discussions on study outcomes.

FINANCING:

Should the Board approve the requested action, the increase in base salary and associated taxes for the remainder of FY 2013-14 is approximately \$21,964. This total will be absorbed within the four (4) RMA Budget Units that are affected. The increased cost in FY 2014-15 is estimated at \$93,617, and has been accommodated in the Agency's Baseline Budget Request through position management and anticipated increased revenues. This action does not require an increase in the general fund allocation for the RMA.

Prepared by: Margarita Arista, Senior HR Analyst

Approved by: James E. May, Director of Human Resources

Benny J. Young, Resource Management Agency Director

Attachments: Resolution