



County of Monterey

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

Board Report

File #: BC 24-080, **Version:** 1

- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to consolidate the Photocopyist classification with the Office Assistant III classification; and
- b. Consider supporting the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

RECOMMENDATION:

It is recommended that the Budget Committee consider supporting the following actions:

- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to consolidate the Photocopyist classification with the Office Assistant III classification; and
- b. Consider supporting the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

The Human Resources Department completed a classification and base wage compensation study of the Photocopyist classification, which was originally established in 1969. Currently, there are two (2) incumbents in the Photocopyist classification.

The classification and base wage analysis of the County's comparable agencies found that, based on the duties performed, none of our ten (10) comparable agencies have a match to the Photocopyist classification. Instead, duties similar to the Photocopyist are assigned to general clerical staff. As a result, the study found that the Photocopyist is no longer utilized within the industry and the work assigned to the current Photocopyist incumbents is more aligned with the County of Monterey's classification of Office Assistant III.

Therefore, it is recommended to consolidate the Photocopyist classification with the Office Assistant III classification as the duties, responsibilities and requirements of the work assigned are sufficiently similar in scope and complexity.

Personnel Policies and Practices Resolution (PPPR) No. 98-394 defines Consolidation of Classes as "... an act whereby classes having similar scope, responsibilities and requirements of education, experience, knowledge, and ability are combined into a single class for the purpose of reorganizing the classification structure. The consolidation of classes has a neutral effect on the employee (i.e. no start of new probationary period, no change in salary step, no change in step advancement date, no loss of seniority in class, etc.)"

OTHER AGENCY INVOLVEMENT:

The Assessor/Recorder-County Clerk has reviewed and concurs with these recommendations. In addition, Service Employees International Union (SEIU) has been provided notice of these recommendations.

FINANCING:

Approval of the recommended action would result in an estimated salary and benefit cost increase for the

remainder of Fiscal Year 2024-25 of \$152,930.00 (001-1180-8057-ACR002) or \$159,047.21 annualized. The Assessor/Recorder-County Clerk will manage the increased cost within their FY 2024-25 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: Andreas Pyper, Director of Human Resources