



County of Monterey

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

Board Report

File #: RES 24-083, **Version:** 1

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution No. 98-394 Appendix A to adjust the salary range of the Medical Unit Clerk classification as indicated in Attachment A effective May 18, 2024; and
- 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 No. 98-394 Appendix A to adjust the salary range of the Medical Unit Clerk classification as indicated in Attachment A effective May 18, 2024; and
- b. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

A base wage compensation study of the Medical Unit Clerk classification was requested by Natividad Medical Center (NMC) administrative staff. The reasons cited for the request were recruitment difficulties and to check for salary alignment with the hospital comparable agencies identified in the County's Compensation Philosophy last updated in January 2023.

The base wage analysis of the County's hospital comparable agencies found that based on the duties performed, the Medical Unit Clerk classification was matched to five (5) of the six (6) hospital comparable agencies: Alameda Health System, Salinas Valley Health, Santa Clara Valley Medical Center, Hazel Hawkins and San Mateo Medical Center. After thorough analysis of the data available at the time of the study, it was determined that no comparable match was made at Contra Costa Regional Medical Center. The Medical Unit Clerk classification is approximately 13.77% below the salary mean of the comparable agency's classifications.

To promote the County as 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.

Therefore, in accordance with the County's Compensation Philosophy, the base wage salary of the Medical Unit Clerk classification would need to be adjusted by approximately 13.77% at top step in order to align with the labor market average.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with the recommendations. Service Employees International Union (SEIU) Local 521 has been notified of the recommendation.

FINANCING:

The salary and benefits increased costs for the current positions (29.6 FTE filled) budgeted for the remainder of Fiscal Year 2023-24 is approximately \$76,627 and then \$249,036 annually thereafter. The funding for personnel costs is provided by NMC's enterprise fund comprised of patient services revenues received from commercial insurance, state, and federal government agencies. This action does not impact the General Fund.

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

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Attachments:

Attachment A

Resolution