



County of Monterey

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

Board Report

File #: 16-745, **Version:** 1

Authorize advance step placement of Irma Ramirez-Bough at Step 5 of the Human Resources Director salary range in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1 and A.1.11.5, effective upon her transition from her current position as Equal Opportunity Officer.

RECOMMENDATION:

It is recommended that the Board of Supervisors authorize advance step placement to Irma Ramirez-Bough at Step 5 of the Human Resources Director salary range effective June 20, 2016, in accordance with Personnel Policies and Practices Resolution (PPPR) #98-394, Sections A.1.11.1 and A.1.11.5, effective upon her transition from her current position as Equal Opportunity Officer.

SUMMARY/DISCUSSION:

The County Administrative Office hired RJA Management Services, Inc. to conduct an extensive executive recruitment search for the Director of Human Resources position. After a search and interview process, Irma Ramirez-Bough was recommended to be the new Human Resources Department Director. She has accepted contingent on approval of this Step 5 salary and creating a transition plan from her current position as Equal Opportunity Officer.

Placement at advanced step may be requested to compensate employees commensurate with their specialized knowledge, skills, experience, and recognition of their current compensation. Pursuant to the provisions of the Personnel Policies and Practices Resolution (PPPR) #98-394, Board of Supervisors' approval is required to authorize placement above Step 3 in Unit Y.

Ms. Ramirez-Bough is currently the Equal Opportunity Officer since August 2010. During her tenure in this position, she was instrumental in updating the County's Equal Opportunity Plan twice in the last five years and revised and updated the County's Equal Opportunity and Non-Discrimination Ordinance, the Prevention of Sexual Harassment, the Equal Opportunity and Non-Discrimination and Diversity policies. In addition, she has developed and implemented Discrimination Complaint Procedures that serve to provide information on the County's process for handling discrimination complaints. Ms. Ramirez-Bough started her career with Monterey County in August 1999 as a Personnel Analyst working for the Assessor, Auditor/Controller, and the Treasurer-Tax Collector; from there she was promoted to the County Administrative Office in the Human Resources Division as a Senior Personnel Analyst from October 1999 to April 2005. In May 2005 she was promoted as the Health Department Human Resources Manager where she served until she was appointed as the Equal Opportunity Officer in July 2010. Prior to her career with the County, Ms. Ramirez-Bough was a Personnel Analyst II with the City of Salinas from December 1987 to August 1999. The request for a Step 5 for Ms. Ramirez is warranted because of her 28 years of experience, knowledge, skills and abilities in Human Resources and her tenure with Monterey County.

Additionally, Ms. Irma Ramirez-Bough was born in Watsonville and has lived in Monterey County her entire life. She graduated from North Monterey County High School and holds a Bachelor of Arts degree from the University of the Pacific. She is also a graduate of Leadership Salinas VIII.

In determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for each position were considered. Salary recommendations have been made in accordance with the County's Personnel, Policies and Practices Resolution (PPPR) Sections A.1.11.1, and A.1.11.5. These sections provide for appointment at a higher salary step for reasons including credit for direct work experience, difficulty of recruitment and employee negotiation. Considering all these factors, it is requested that Ms. Ramirez-Bough be placed at Step 5 of the County's current salary schedule for the Director of Human Resources.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and many Department Heads from throughout the county were involved with this process.

FINANCING:

The proposed step placement for the Director of Human Resources is one step higher than the amount included in the FY 2016-17 recommended budget. The Department expects sufficient savings from vacancies to cover this step placement.

Approved by: Manuel T. González, Interim Human Resources Director