



County of Monterey

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

Board Report

File #: RES 19-136, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to create the classification and associated salary range of Sheriff's Work Alternative Specialist, as indicated in Attachment A, effective October 12, 2019; and
- b. Approve reallocating and reclassifying 4.0 FTE Work Furlough Program Assistant to 4.0 FTE Sheriff's Work Alternative Specialist in the Sheriff's Department, Unit 001-2300-SHE003-8240-6111, as indicated in Attachment A, effective October 12, 2019; and
- c. Approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the classification of Work Furlough Program Assistant as indicated in Attachment A, effective October 12, 2019; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to create the classification and associated salary range of Sheriff's Work Alternative Specialist, as indicated in Attachment A, effective October 12, 2019; and
- b. Approve reallocating and reclassifying 4.0 FTE Work Furlough Program Assistant to 4.0 FTE Sheriff's Work Alternative Specialist in the Sheriff's Department, Unit 001-2300-SHE003-8240-6111, as indicated in Attachment A, effective October 12, 2019; and
- c. Approve and amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendices A and B to abolish the classification of Work Furlough Program Assistant as indicated in Attachment A, effective October 12, 2019; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

Monterey County Human Resources Department (HRD) completed a classification study of Sheriff's Office Work Furlough Program Assistant classification. The findings of the study determined that the current classification of Work Furlough Program Assistant no longer reflects the duties or scope of responsibility performed by the incumbents in their positions.

The Sheriff's Office manages the Work Alternative Program. The Program works with out-of-custody offenders, who are sentenced to community service assignments in public or non-profit agencies in lieu of jail time. The classification title and duties of the Work Furlough Program Assistant do not reflect the program purpose or duties and responsibilities of the employees who work in the Work Alternative Program.

A review of the County's comparable agencies found that the classifications corresponding to the work

alternative program were not a benchmark for the market salary survey. Due to the unique and specialized complexity of the work, it was determined that an internal review of classifications similar in scope were more appropriate for salary setting purposes.

Based on the results of the classification study, it is recommended that the job classification of Sheriff's Work Alternative Specialist be created with a monthly salary range of \$4,049 - \$5,530. Creating the new classification, and associated salary range, and reclassifying the incumbents will properly reflect current program purpose, employee duties and compensation commensurate with the duties performed by these positions.

OTHER AGENCY INVOLVEMENT:

The Sheriff's Department has reviewed and supports the proposed class study recommendations. SEIU Local #521 has been consulted on the recommendations.

FINANCING:

The estimated increased FY2019-20 cost for the Sheriff's Department is \$18,000 which will be absorbed by the Sheriff's Office Adopted Budget. There will be no impact to the General Fund resulting from this action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board initiatives by attracting, recruiting and retaining a diverse, talented work force that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Margarita Arista, Senior Personnel Analyst, x5372

Approved by: Irma Ramirez-Bough, Director of Human Resources, x5043

cc: Stephen T. Bernal, Sheriff
Kim Moore, Assistant Director of Human Resources

Attachments:
Resolution
Attachment A