



Board Report

File #: RES 23-158, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Internal Auditor I-III classifications as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Accountant Auditor I-III classifications as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Accountant I - III classifications as indicated in Attachment A;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Treasury Officer I-II classifications as indicated in Attachment A;
- e. 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 (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Internal Auditor I-III classifications as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Accountant Auditor I-III classifications as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Accountant I - III classifications as indicated in Attachment A;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary ranges of the Treasury Officer I-II classifications as indicated in Attachment A;
- e. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) system.

SUMMARY/DISCUSSION:

The Human Resources Department completed base wage compensation studies of the Internal Auditor, Accountant Auditor, Accountant and Treasury Officer classification series. The Internal Auditor series includes the Internal Auditor I-III, the Accountant Auditor series includes the Accountant Auditor I-III, the Accountant series includes the Accountant I-III, and the Treasury Officer series includes the Treasury Officer I-II classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of the Internal Auditor II classification was matched to four (4) of the nine (9) comparable agencies: The Counties of San Mateo, Santa Clara, Santa Cruz, and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of Contra Costa, San Benito, San Luis Obispo, and the Cities of Monterey and Salinas. The base wage salary of the Internal Auditor II classification was found to be approximately 18.18% below the salary mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the

salary of the benchmark classification of Accountant Auditor II was matched to eight (8) of the nine (9) comparable agencies: The Counties of San Mateo, Santa Clara, Santa Cruz, Sonoma, Contra Costa, San Benito, San Luis Obispo, and the City of Monterey. After a thorough review and analysis of available data, no comparable matches were identified at the City of Salinas. The base wage salary of the Accountant Auditor II classification was found to be approximately 9.8% below the salary mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of the Accountant II was matched to six (6) of the nine (9) comparable agencies: The Counties of Contra Costa, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified in the County of San Benito, or at the Cities of Monterey or Salinas. The base wage salary was found to be approximately 5.08% below the salary mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of the Treasury Officer II was matched to two (2) of the nine (9) comparable agencies: The Counties of Contra Costa and San Mateo. After a thorough review and analysis of available data, no comparable matches were identified in the Counties of San Benito, San Luis Obispo, Santa Clara, Santa Cruz and Sonoma, or at the Cities of Monterey or Salinas. Therefore, insufficient external matches were found. The County's Compensation Philosophy states that internal comparisons will be utilized to set base wages for classifications in the absence of sufficient external data comparisons (minimum of three (3) classification matches). An internal analysis of the Treasury Officer II was conducted, and it was determined that the job requirements of the Treasury Officer II classification are comparable to the Accountant II classification. In addition, the salaries were historically tied. Therefore, the base wage salary of the Treasury Officer II would need to be adjusted to maintain the current internal alignment of salaries of the Treasury Officer II and Accountant II classifications.

To promote the Human Resources Department's mission to make the County 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.

In accordance with the Compensation Philosophy, the base wage salary of the Internal Auditor II classification would need to be adjusted by approximately 18.18% at top step, in order to align it with the labor market average and maintain the current spread of the series. In addition, the Accountant Auditor II classification would need to be adjusted by approximately 9.8% at top step in order to align it with the labor market average and maintain the current spread of the series. Furthermore, the base wage salary of the Accountant II classification would need to be adjusted by approximately 5.08% at top step in order to align with the labor market average and maintain the current spread in the Accountant III classification. In addition, the Treasury Officer II classification would need to be adjusted by 5.08% at top step in order to maintain the internal salary alignment with the Accountant II classification.

Furthermore, through the implementation analysis of the Accountant series base wage compensation study, it was identified that the Accounting Technician classification would be earning slightly more than the Accountant I classification. Historically, the Accounting Technician has earned less than the Accountant I. Although these two classifications are not part of the same classification series, Accounting Technicians have

historically promoted to the Accountant I classification. In accordance with Section 8 “Internal Comparison” of the County’s Compensation Philosophy, it was determined that it is in the best interest of the County to align the salaries of the Accountant I, Treasury Officer I and Accountant Auditor I classifications. This will allow the County to maintain appropriate differentials between the paraprofessional bookkeeping and professional accountant series.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Departments of Auditor-Controller, Treasurer-Tax Collector, Public Works, Facilities & Parks, Assessor/Recorder-County Clerk, Child Support Services, Public Defender, Housing and Community Development, Health Services, Agricultural Commissioner, County Administrative Office, Social Services, District Attorney, Probation, Sheriff, Water Resources Agency and Natividad Medical Center have reviewed and concur with the recommendation.

In addition, Service Employees International Union (SEIU) Local 521 and the County Employees Management Association (CEMA) have been provided notice of these recommendations.

FINANCING:

The impact of these wage analyses is approximately \$496,852 for the remainder of FY 2023-24 or \$596,222 annually. The impact by fund is broken down as follows:

- General Fund: \$437,110
- Road Fund: \$8,586
- Workforce Development: \$4,795
- Behavioral Health Fund: \$35,107
- Natividad Medical Center: \$11,254

The budget in fourteen (14) departments in the General Fund will be affected by this cost increase. All affected departments will work to manage the increase within their FY 2023-24 adopted budget and will provide a report to the Board of Supervisors when the Budget End of Year Report (BEYR) is presented if they are experiencing budgetary challenges resulting from this cost increase.

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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Attachment:
Attachment A

Resolution