



County of Monterey

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

Board Report

File #: RES 21-173, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to adjust the base wage salary ranges of the Office Assistant I, II, and III, Principal Office Assistant, Supervising Office Assistant I and II, Secretarial Assistant, Secretary, Senior Secretary, and Administrative Secretary classifications as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

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

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to adjust the base wage salary ranges of the Office Assistant I, II, and III, Principal Office Assistant, Supervising Office Assistant I and II, Secretarial Assistant, Secretary, Senior Secretary, and Administrative Secretary classifications as indicated in Attachment A;
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Human Resources Department completed a base wage compensation study of the Office Assistant and Secretary classification series. The Office Assistant and Secretary series includes the following:

<u>Class Code</u>	<u>Class Title</u>	<u>Class Code</u>	<u>Class Title</u>
80E82	Supervising Office Assistant II	80A33	Administrative Secretary
80E81	Supervising Office Assistant I	80A32	Senior Secretary
80E80	Principal Office Assistant	80A31	Secretary
80E22	Office Assistant III	80A30	Secretarial Assistant
80E21	Office Assistant II		
80E01	Office Assistant I		

The study found the following benchmark classifications are below the market average by more than 5% of the County's comparable agencies:

<u>Benchmark Classification</u>	<u>% Below Market</u>
Office Assistant III	-12.95%
Secretary	-5.95%

The Human Resources Department recommends implementing the base wage compensation study findings by adjusting the top step of the base wage salary of each classification within the series according to the percentages listed above which maintains the approximate current spread within the levels of the series at top step as indicated below:

Office Assistant Series

<u>Class Code</u>	<u>Class Title</u>	<u>Current Step 7 Hourly</u>	<u>% Diff</u>	<u>Proposed Step 7 Hourly</u>	<u>% Diff</u>
80E8	Supervising Office Assistant II	\$33.08	8.56%	\$37.284	8.57%
80E8	Supervising Office Assistant I	\$30.41	13.03%	\$34.342	13.02%
80E8	Principal Office Assistant	\$26.99	9.94%	\$30.385	9.94%
80E2	Office Assistant III	\$24.49	9.41%	\$27.638	9.41%
80E2	Office Assistant II	\$22.31	16.69%	\$25.261	16.69%
80E0	Office Assistant I	\$19.16		\$21.648	

Secretary Series

<u>Class Code</u>	<u>Class Title</u>	<u>Current Step 7 Hourly</u>	<u>% Diff</u>	<u>Proposed Step 7 Hourly</u>	<u>% Diff</u>
80A33	Administrative Secretary	\$32.040	11.04%	\$33.946	11.04%
80A32	Senior Secretary	\$28.855	10.50%	\$30.572	10.50%
80A31	Secretary	\$26.114	9.97%	\$27.668	9.97%
80A30	Secretarial Assistant	\$23.747		\$25.160	

There are no recommended changes to Bargaining Unit, FLSA designation, step placement, probation, seniority etc. The recommended base wage adjustments apply to permanent and temporary employees in the listed classifications.

OTHER AGENCY INVOLVEMENT:

The impacted departments have reviewed and concur with the recommendations. SEIU has been informed of these recommendations.

FINANCING:

The annualized salary and benefits increase to implement the base wage salary increases is approximately \$2,662,744. The costing for the base wage salary increases was calculated on actual employee classifications, which may differ from the budgeted FTE count due to underfilling positions that are not included within the Office Assistant and Secretary classification series. It is the intent that the impacted departments/agency will absorb the increases within existing appropriations and, if necessary, budget augmentations will be brought forward for consideration in the latter part of the fiscal year.

The approximate total annualized salary and benefits increase for impacted departments are as follows:

Department/Agency	Approximate FTE
Agricultural Co	13,842
Assessor-Clerk	148,944
County Admini	19,349
Child Support	16,800
Cooperative Ex	3,715
Health	291,092
Housing and Cc	145,599
Information Tec	17,486

Natividad	445,839	58.55
Probation	189,908	25
Public Defender	7,626	1
Public Works, I	64,437	12
Sheriff-Coroner	29,554	4
Social Services	1,260,208	170
Water Resources	8,345	1
Totals	2,662,744	362

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