



Legislation Details (With Board Report)

File #: 20-552 **Name:** Advanced Step Placement Shawne Ellerbee
Type: General Agenda Item **Status:** Passed - Human Resources Department
File created: 6/29/2020 **In control:** Board of Supervisors
On agenda: 7/7/2020 **Final action:** 7/7/2020
Title: Approve and authorize advanced step placement for Ms. Shawne Ellerbee at Step 5 of the Assistant Director of Resource Management Agency salary range effective July 4, 2020, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Item No. 35 Board Order

Date	Ver.	Action By	Action	Result
7/7/2020	1	Board of Supervisors		

Approve and authorize advanced step placement for Ms. Shawne Ellerbee at Step 5 of the Assistant Director of Resource Management Agency salary range effective July 4, 2020, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize advanced step placement for Ms. Shawne Ellerbee at Step 5 of the Assistant Director of Resource Management Agency salary range effective July 4, 2020, in accordance with Personnel Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.

SUMMARY/DISCUSSION:

Pursuant to the provisions of the Personnel Policies and Practices and Resolution No. 98-394 the Board of Supervisors may authorize placement above Step 3 in Unit Y.

A reorganizational structure of the Resource Management Agency (RMA) was approved by the Board on July 26, 2016. This action included a reclassification of Ms. Shawne Ellerbee from Finance Manager III to Deputy Director of Administrative Services.

Since that time, a number of significant changes have occurred in the RMA including but not limited to adding Parks into the RMA in 2016. In order to determine if the Deputy Director of Administrative Services classification is appropriately classified, The Human Resources Department retained Cooperative Personnel Services HR Consulting (CPS HR) to conduct a classification and compensation study. The study found in taking on this new and expanded span of control and responsibility, Ms. Ellerbee's agency-wide responsibility, authority and span of control has increased and now exceeds the classification of Deputy Director of Administrative Services. CPS recommended a new classification of Assistant Director of Resource Management Agency be created to more accurately reflect the level and scope of the duties being performed by the incumbent. The actions to create the classification and reclassify Ms. Ellerbee are being brought forward in a separate BOS action.

Ms. Ellerbee is at Step 7 as Deputy Director of Administrative Services plus receiving Special Assignment Pay for additional responsibilities with added functions. Placement at advanced step is requested to compensate the employee commensurate with the specialized knowledge, skills, experience and recognition of their current compensation. Ms. Ellerbee's extensive knowledge, ability, and work experience warrant her appointment at an advanced step.

Ms. Ellerbee has served from June 2016 to the present as Deputy Director of Administrative Services for the County of Monterey Resource Management Agency (RMA). On March 28, 2020, Ms. Ellerbee began receiving Special Assignment Pay for additional responsibilities. These additional duties include acting in the absence of the RMA Director by meeting with other managers on various RMA matters, reviewing, approving and signing various authorizing documents, representing the Director with County executives and attending Board of Supervisors meetings. She directly supervises 5 senior management staff and oversees the administrative division programs performed by a staff of 32 which includes Accounting/Finance, Contracts Management, Grants and CIP Administration, Capital Projects Funds, Facilities Maintenance Project Fund, Mail and Courier operations, Payroll, Safety/Workers Compensation, Real Property, Human Resources (indirect) and Information Systems that support the Resource Management Agency. Ms. Ellerbee is responsible for developing and managing RMA's annual operating budget which for FY 2020-21 is \$130.8 million in appropriations authority comprised of approximately 80 individual budgets, including 283 authorized positions.

In determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for this 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 experience, avoiding injustice, and employee negotiation.

In conclusion, approval is requested to place Ms. Ellerbee at Step 5 of the County's current Salary Schedule for the classification of Assistant Director of Resource Management Agency.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and concurs with the recommendation.

FINANCING:

There is no negative impact to the general fund as a result of this action. Staff was aware of this reclassification and accounted for the salary differential when developing its FY 2020-21 Budget, that was Adopted by the Board on June 23, 2020, for Fund 001, Appropriation Unit RMA013.

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

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

Approved by: Carl Holm, Resource Management Agency Director