



# County of Monterey

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

## Legislation Details (With Board Report)

**File #:** RES 21-027  
**Type:** BoS Resolution  
**File created:** 2/1/2021  
**On agenda:** 3/9/2021  
**Name:** Adjust Salary Range of Medical Unit Clerk  
**Status:** Passed - Natividad Medical Center  
**In control:** Board of Supervisors  
**Final action:** 3/9/2021  
**Title:** Adopt Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range for the classification of Medical Unit Clerk, as indicated; and  
b. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report.pdf, 2. RESOLUTION, 3. Completed Board Order and Resolution Item no. 17

Date	Ver.	Action By	Action	Result
3/9/2021	1	Board of Supervisors	adopted - natividad medical center	Pass
3/2/2021	1	Board of Supervisors	removed from agenda via additions and corrections	

### Adopt Resolution to:

- Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range for the classification of Medical Unit Clerk, as indicated; and
- Direct the Human Resources Department to implement the changes in the Advantage HRM System.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

### Adopt Resolution to:

- Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range for the classification of Medical Unit Clerk, as indicated; and
- Direct the Human Resources Department to implement the changes in the Advantage HRM System.

### SUMMARY/DISCUSSION:

The Service Employees International Union (SEIU) Local 521 requested a compensation study for the Medical Unit Clerk classification. The Natividad HR Department conducted a wage study with our comparable agencies and recommends that a new salary range for the Medical Unit Clerk classification be set at \$3,549-\$4,847 (monthly) based on labor market findings.

The Medical Unit Clerk positions are critical to the effective delivery of direct patient care in that they perform a wide variety of clerical duties in support of doctors, nurses and other staff on various inpatient units and within assigned medical treatment areas. The primary function of incumbents within this classification is to act as a unit receptionist for various inpatient units and/or ancillary service departments within an inpatient acute care facility.

In October 2020, SEIU Local 521 requested that a compensation study be conducted on the classification of Medical Unit Clerk citing necessity primarily based on the premise that there was no record available of a compensation study since origination in 1981. Outside of negotiated cost of living adjustments, there is no record of a market analysis being performed since the classification was created to ensure alignment. The wage study is now complete and confirmed that the classification of Medical Unit Clerk is paid 16.35% below the survey mean.

It is therefore recommended the Board of Supervisors approve the proposed action to adjust the salary range of the Medical Unit Clerk classification to ensure that qualified applicants are recruited and retained for this position that is utilized within various departments of Natividad.

OTHER AGENCY INVOLVEMENT:

The Monterey County Human Resources Department and SEIU Local 521 concur with the recommendations.

FINANCING:

There is a salary increase of \$57,586 as a result of these actions for Natividad Medical Center (Unit 9600) FY 2020-21 Adopted Budget. This action does not impact the General Fund.

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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Attachments:  
Resolution