



County of Monterey

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

Legislation Details (With Board Report)

| | | | |
|----------------------|---|----------------------|--|
| File #: | RES 21-173 | Name: | Office Assistant and Secretary Series Base Wage Increase |
| Type: | BoS Resolution | Status: | Passed - Human Resources Department |
| File created: | 9/27/2021 | In control: | Board of Supervisors |
| On agenda: | 10/5/2021 | Final action: | 10/5/2021 |
| Title: | 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. | | |

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order and Resolution Item No. 20

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|--------------------------------------|--------|
| 10/5/2021 | 1 | Board of Supervisors | adopted - human resources department | Pass |

Adopt a Resolution to:

- 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;
- 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:

- 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;
- 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</u> | <u>Class</u> | <u>Current</u> | | <u>Proposed</u> | |
|---------------------|---------------------------------|-----------------------|----------------------|------------------------|----------------------|
| <u>Code</u> | <u>Title</u> | <u>Step 7</u> | | <u>Step 7</u> | |
| | | <u>Hourly</u> | <u>% Diff</u> | <u>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</u> | <u>Class</u> | <u>Current</u> | | <u>Proposed</u> | |
|---------------------|--------------------------|-----------------------|----------------------|------------------------|----------------------|
| <u>Code</u> | <u>Title</u> | <u>Step 7</u> | | <u>Step 7</u> | |
| | | <u>Hourly</u> | <u>% Diff</u> | <u>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 Fi |
|---------------------------|-----------------------|
| Agricultural Co13,842 | 2 |
| Assessor-Clerk-148,944 | 19 |
| County Admini19,349 | 4 |
| Child Support S16,800 | 2 |
| Cooperative Ex3,715 | 1 |
| Health 291,092 | 39 |
| Housing and Cc145,599 | 21 |
| Information Ted17,486 | 2 |
| Natividad 445,839 | 58.55 |
| Probation 189,908 | 25 |
| Public Defende7,626 | 1 |
| Public Works, I64,437 | 12 |
| Sheriff-Coroner29,554 | 4 |
| Social Services 1,260,208 | 170 |
| Water Resource8,345 | 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