



# County of Monterey

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

## Legislation Details (With Board Report)

<b>File #:</b>	RES 21-212	<b>Name:</b>	Reclass Nursing Assistant to Buyer II
<b>Type:</b>	BoS Resolution	<b>Status:</b>	Natividad Medical Center - Consent
<b>File created:</b>	11/20/2021	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	1/11/2022	<b>Final action:</b>	
<b>Title:</b>	Adopt Resolution to: a. Amend Natividad (Unit 9600) FY 2021-22 Adopted Budget to approve reallocation/reclassification of a Nursing Assistant to a Buyer II as indicated in Attachment A; b. Authorize the Auditor-Controller to incorporate the approved changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget; c. Direct the County Administrative Office to incorporate the approved position changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget; and d. 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 Item No. 36, 5. Completed Resolution Item No. 36

Date	Ver.	Action By	Action	Result
1/11/2022	1	Board of Supervisors		

### Adopt Resolution to:

- Amend Natividad (Unit 9600) FY 2021-22 Adopted Budget to approve reallocation/reclassification of a Nursing Assistant to a Buyer II as indicated in Attachment A;
- Authorize the Auditor-Controller to incorporate the approved changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget;
- Direct the County Administrative Office to incorporate the approved position changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget; 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 Natividad (Unit 9600) FY 2021-22 Adopted Budget to approve reallocation/reclassification of a Nursing Assistant to a Buyer II as indicated in Attachment A;
- Authorize the Auditor-Controller to incorporate the approved changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget;
- Direct the County Administrative Office to incorporate the approved position changes in the Natividad (Unit 9600) FY 2021-22 Adopted Budget; and
- Direct the Human Resources Department to implement the changes in the Advantage HRM System.

### SUMMARY/DISCUSSION:

On February 12, 2020, SEIU 521 requested that Natividad Medical Center (NMC) conduct a classification study for a Nursing Assistant position in the Surgical Services department to determine if it was appropriately classified. NMC and the Human Resources Department (HRD) agreed to review and/or revise the job

classification to accurately reflect the scope and responsibilities of the position and to match the salary structure to comparable positions within the comparable counties, if necessary.

Through the course of the classification study, it was determined that the Nursing Assistant classification was not an appropriate match for the duties and responsibilities being performed by the incumbent. The majority of the incumbent's responsibilities are associated with ordering and coordinating the receipt of Operating Room (OR) specific supplies, services, equipment and other materials needed for surgery. Significant time is spent sourcing items based upon requests received for the OR department, negotiating prices, and tracking time sensitive shipments. In addition, the incumbent confirms, cancels, and/or adjusts scheduled OR cases that rely on the time sensitive supplies, services, equipment and/or materials based on availability.

Natividad recommends that the position be reallocated and the incumbent be reclassified to the classification of a Buyer II as a majority of the duties performed are within the scope, level of complexity and require the same level of independence to follow the same policies and procedures as other Buyer II incumbents for Surgical Services.

For these reasons, it is recommended that your Board approve these actions.

**OTHER AGENCY INVOLVEMENT:**

SEIU Local 521 and the Human Resources Department have reviewed the class study and recommendation.

**FINANCING:**

This action results in an annualized increase of approximately \$2,752 to Natividad Medical Center's adopted budget (Appropriation Unit NMC001) FY 2021-22, which will be absorbed in the NMC budget and included in the NMC budget for future years.

This action has no impact on the General Fund.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The recommended actions address both the Board of Supervisors' Administration and Health & Human Services Strategic Initiatives and demonstrates NMC's commitment to meet the Board's strategic initiative of attracting, recruiting and retaining a diverse, talented work force that supports the mission of Monterey County. The coordination of Surgical Services at NMC is correlated to higher efficiency and the quality of patient care delivery.

☐ Economic Development  
☒ Administration  
☒ Health & Human Services  
☐ Infrastructure  
☐ Public Safety

Prepared by:

Jennifer Lusk, Senior Personnel Analyst, (831) 783-2764

Approved by:

Janine Bouyea, Hospital Assistant Administrator, (831) 783-2701

Dr. Charles R. Harris, Interim Hospital Chief Executive Officer, (831) 783-2553

Attachment:

Attachment A

Resolution