



# County of Monterey

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

## Board Report

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**File #:** RES 15-077, **Version:** 1

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Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR), No 98-394 and Appendix A to re-title and amend salary of the Senior Code Enforcement Officer and Supervising Code Enforcement Officer classifications and abolish the Branch Chief Code Enforcement Officer and Supervising Grading Inspector classifications as indicated in the attached resolution;
- b. Amend the Resource Management Agency's Unit 8170-Building Services to approve reallocations as indicated by position numbers in the attached Resolution;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2015-16 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**RECOMMENDATION:**

It is recommended effective July 25, 2015, the Board of Supervisors take the following actions:

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR), No 98-394 and Appendix A to re-title and amend salary of the Senior Code Enforcement Officer and Supervising Code Enforcement Officer classifications and abolish the Branch Chief Code Enforcement Officer and Supervising Grading Inspector classifications as indicated in the attached resolution;
- b. Amend the Resource Management Agency's Unit 8170-Building Services to approve reallocations as indicated by position numbers in the attached Resolution;
- c. Direct the County Administrative Office to incorporate the approved position changes in the FY 2015-16 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**SUMMARY:**

The Monterey County Resource Management Agency (RMA) retained Cooperative Personnel Services HR Consulting [CPS HR] to conduct an organizational review of RMA's plan check and permitting functions and classification and base compensation study for positions included in the classification study.

One of the recommendations of the study was to re-title the Code Enforcement Officer series to Code Compliance Inspectors. The Code Enforcement series also includes a Senior Code Enforcement Officer (34P27) and Supervising Enforcement Officer (34P50). As CPS HR had not updated these class specifications nor was a market survey conducted for Senior Code Enforcement Officer and these allocations were vacant it was determined we would bring them back at a later date following further study.

The Board approved salary increases for the Code Compliance Inspector II in April 2013 and as such created compaction with the next higher level of Senior Code Enforcement Officer. A re-check of the market salary study of 2013 for the Supervising Code Enforcement Officer showed a market increase to \$7809 monthly. It is, therefore, recommended to set the Supervising level classification to market and increase the salary for the Senior level classification to \$7105 monthly in order to maintain an approximate 10% spread between the next level of Code Compliance Inspector II. There are currently no incumbents in either classification; therefore it is

appropriate to update the titles and salary prior to conducting any future recruitment.

It is also recommended that the classifications of Branch Chief Code Enforcement Officer and Supervising Grading Inspector classifications be abolished as they no longer meet the needs of the County. The newly created RMA Services Manager classification currently oversees the Code Compliance Unit and the grading inspection duties have transitioned to the Environmental Services Storm Water Management operations of the RMA.

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

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with these recommendations.

FINANCING:

The above action does not require an increase in the general fund allocation for the RMA. Should the Board approve the requested actions, the increase in base salary and associated taxes in FY 2015-16 is approximately \$5,757. The increased amount will be absorbed within the existing FY 2015-16 Adopted Budget for Unit 8170, Appropriation Unit RMA011.

Prepared by: Margarita Arista, Senior HR Analyst

Approved by: Manuel T. Gonzalez, Assistant County Administrative Officer  
Carl P. Holm, Acting Resource Management Agency Director

Attachments:

Attachment A - Resolution