



## Board Report

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**File #:** 19-1923, **Version:** 1

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Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Environmental Health Specialist I as indicated in Attachment A, effective January 4, 2020; and
- b. Authorize the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY2019-20 Adopted budget; and
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

### RECOMMENDATION:

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the salary range of the classification of Environmental Health Specialist I as indicated in Attachment A, effective January 4, 2020; and
- b. Authorize the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY2019-20 Adopted budget; and
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

### SUMMARY/DISCUSSION:

The Health Department requested a compensation study for the EHS I classification. The HR Department conducted a wage study with our comparable agencies and recommends that a new salary range for the EHS I classification be set at \$4,494-\$6,138 (monthly) based on labor market findings.

The Environmental Health Specialist I position is critical to the delivery of environmental health services in the County of Monterey and to the oversight and regulation of public environmental health within the County. This position conducts inspections, investigations, and surveys to enforce State and local environmental health laws and regulations in an assigned district or specialty area in the following services: Consumer Health Protection; Environmental Health Review; Drinking Water Protection; Hazardous Materials Management; Solid Waste Managements; and Recycling and Resource Recovery.

The Environmental Health Bureau is responsible for the oversight and regulation of public environmental health within the County. This responsibility is carried out through six programs and four levels of staffing (i.e. the Environmental Health Specialist I/II/III/IV series). The Environmental Health Specialist I (EHS I) is the trainee level and the entry level into the series. Apart from the EHS I, all EHS staff are certified by the State of California after fulfilling education and experience related requirements, in addition to successfully passing the state administered Registered Environmental Health Specialist (REHS) exam. In addition, depending on the incumbent's assignments, additional State certifications are required such as Hazardous Materials Technician or Hazardous Materials Specialist certification.

The increased competition for Environmental Health Specialist I candidates has made recruiting, hiring, and retaining incumbents in this classification increasingly difficult when salary is not competitive. As a result of these factors, a compensation study of the Environmental Health Specialist I classification was requested by the

Health Department on May 20, 2019. The wage study is now complete and confirmed the Monterey County classification of Environmental Health Specialist I is paid 10.71% below the survey mean. Further, the variance between the Environmental Health Specialist I and II was the highest of any of our comparable counties, at 33.98%, which further supports the need for salary adjustment of the Environmental Health Specialist I. The salaries of the Environmental Health Specialist II, III and IV were found to all be within 5% of comparable agencies survey, therefore, in accordance with the Monterey County Compensation Philosophy, no salary adjustment is recommended.

It is therefore recommended the Board of Supervisors approve the recommended action to adjust the salary range of the Environmental Health Specialist I.

HRD notified SEIU local #521 regarding the compensation study and the recommendation regarding the represented employees

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Health Department concur with the recommendations.

FINANCING:

The estimated increased Fiscal Year 2019-2020 cost for the Health Department is \$78,316 and will be covered within the Health Department's Environmental Health Bureau (4000-HEA005) existing appropriations. There will be no impact to the General Fund resulting from this action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

☐Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☐Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☒Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

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

Attachment:

Attachment A is on file with the Clerk of the Board

Resolution is on file with the Clerk of the Board