



Board Report

File #: RES 22-003, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Cook, Senior Cook and Head Cook classifications as indicated in Attachment A;
- b. Amend the Probation - Youth Center Budget Unit 2550-8164 - Fund 001 - Appropriation Unit PRO001 to reallocate 3.5 FTE Senior Cook positions and approve the reclassification of four (4) Senior Cook incumbents to four (4) Cooks as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and 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:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Cook, Senior Cook and Head Cook classifications as indicated in Attachment A;
- b. Amend the Probation - Youth Center Budget Unit 2550-8164 - Fund 001 - Appropriation Unit PRO001 to reallocate 3.5 FTE Senior Cook positions and approve the reclassification of four (4) Senior Cook incumbents to four (4) Cooks as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

A base wage compensation study of the Cook classification series was requested by Service Employees International Union (SEIU) Local 521 on behalf of Natividad employees citing there are no records of the base wage compensation being reviewed since the classification was created in 1969.

The study was expanded to a classification and compensation study and to include the Sheriff's Correctional Cook series as it was identified that incumbents in the Sheriff's Correctional Cook series may perform similar duties yet are paid a higher base wage than the Cooks. The Human Resources Department and Natividad Human Resources collaborated in conducting the classification and base wage compensation study.

The classification analysis identified that incumbents in the Cook and Head Cook classifications assigned to Natividad were found to be performing job duties that are within the scope of their classifications and no changes are recommended. Incumbents in the Senior Cook classification assigned to Natividad were found to be performing job duties that are not within the scope of the Senior Cook classification and are performing duties more accurately reflected in the Cook classification. A review of the current operational needs of the hospital, determined that a lead level position is needed, and the incumbent will be assigned duties accordingly. Further, a recently vacated position will be underfilled as a Cook and the Dietary department will work with Natividad Human Resources to reassess the need for a second lead-level position at a later date should the operational needs of the department change.

The classification analysis of the Head Cook assigned to the Probation Department found the incumbent is performing the job duties within scope of the Head Cook classification. Incumbents in the Senior Cook classification assigned to Probation were found to be performing job duties that are not within the scope of the Senior Cook classification and are recommended to be reclassified to Cook. In reviewing operational needs, the Probation department has determined the need for a lead level position to maintain food safety, lead continuity of operations, and maintain state and national requirements in the absence of the Head Cook and Food Administrator to ensure compliance and adherence to national and state standards specific to juvenile institutions. The Probation Department is requesting one (1) Senior Cook allocation to remain which will be underfilled with a Cook until an internal promotion can be conducted.

The classification analysis of the incumbents in the Sheriff's Correctional Cook II classification assigned to the Sheriff's Office found the incumbents are performing the duties outlined in their classification and no changes are recommended.

The base wage analysis of the County comparable agencies found that based on the duties performed, the salary of the benchmark classification of Cook was found to be approximately 16.49% below the salary mean of the comparable agency's classifications. It is recommended to adjust the base wage of the Cook classification by approximately 16.49% at top step and to maintain the spread of the classification series which includes Senior Cook and Head Cook. The base wage survey of the County comparable agencies found that based on the duties performed, the salary of the benchmark classification of Sheriff's Correctional Cook II was found to be within 5% of the salary mean of the comparable agency's classifications and no change is recommended.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee, County Administrative Office and the impacted departments have reviewed and concur with the recommendations. Service Employees International Union (SEIU) Local 521 has been notified of the recommendations.

FINANCING:

The salary and benefits increase for Natividad Budget Unit 9600-8344-Dietary for the remainder of FY 2021-22 is approximately \$49,078 or \$106,355 annually and is anticipated to be absorbed within the departments existing appropriations.

The annualized salary and benefits increase for Probation - Youth Center Budget Unit 2550-8164-Youth Center for the remainder of FY 2021-22 is approximately \$16,881 or \$36,576 annually and is anticipated to be absorbed within the departments existing appropriations.

Current estimates indicated the departments will be able to absorb the fiscal impact of the reallocations and base wage adjustments; however, if this should change in the future, the affected department(s) will return to the Budget Committee to request an appropriation increase if needed.

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

Attachment:
Attachment A
Resolution