



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: RES 23-221**

**November 28, 2023**

**Introduced:** 11/17/2023

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Payroll Technician-Confidential, Senior Payroll Technician-Confidential, and Supervising Payroll Coordinator-Confidential classifications as indicated in Attachment A, effective December 2, 2023;
- b. Direct the Human Resources Department, County Administrative Office, and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) system.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors consider adopting a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Payroll Technician-Confidential, Senior Payroll Technician-Confidential, and Supervising Payroll Coordinator-Confidential classifications as indicated in Attachment A, effective December 2, 2023;
- b. Direct the Human Resources Department, County Administrative Office, and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) system.

**SUMMARY/DISCUSSION:**

The Human Resources Department completed a base wage compensation study of the Payroll classification series. The Payroll series includes the Payroll Technician-Confidential, Senior Payroll Technician-Confidential, and Supervising Payroll Coordinator-Confidential classifications.

The base wage analysis of the County's comparable agencies found that, based on the duties performed, the salary of the benchmark classification of the Payroll Technician - Confidential was matched to two (2) of the ten (10) comparable agencies: The Counties of San Luis Obispo and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified in the Counties of Alameda, Contra Costa, San Benito, San Mateo, Santa Clara, Santa Cruz or the Cities of Monterey or Salinas. Therefore, insufficient external matches were found. The County's Compensation Philosophy states that internal comparisons will be utilized to set base wages for classifications in the absence of sufficient external data comparisons (minimum of three (3) classification matches). An internal analysis of the Payroll Technician - Confidential was conducted, and it was determined that the job requirements of the Payroll Technician classification are comparable to the Accounting Technician classification.

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For these reasons, the Human Resources Department recommends adjusting the base wage salary of the Payroll Technician - Confidential by approximately 7.68% at the top step and maintaining the spread within the series in order to align it with the base wage salary increase approved by the Board of Supervisors for the Accounting Technician classification on August 22, 2023.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Auditor-Controller’s Office have reviewed and concur with the recommendations.

FINANCING:

The estimated impact to the Auditor-Controller Office for the remainder of FY 2023-24 is approximately \$40,274 or \$60,410 annually. The Department will work to manage the increases within their FY 2023-24 adopted budgets and will provide a report to the Board of Supervisors when the Budget End of Year Report (BEYR) is presented if they are experiencing budgetary challenges resulting from these cost increases.



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