



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: RES 23-220**

**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 ranges of the Social Services Aide I-II classifications as indicated in Attachment A effective December 2, 2023;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Eligibility Specialist I-II-III and Eligibility Supervisor classifications as indicated in Attachment A effective December 2, 2023;
- c. 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 ranges of the Social Services Aide I-II classifications as indicated in Attachment A effective December 2, 2023;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Eligibility Specialist I-II-III and Eligibility Supervisor classifications as indicated in Attachment A effective December 2, 2023;
- c. 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 classification and base wage compensation study of the Social Services Aide classification series and a base wage compensation study of the Eligibility Specialist classification series. The Social Services Aide classification series includes the Social Services Aide I-II classifications. The Eligibility Specialist classification series includes the Eligibility Specialist I-II-III and Eligibility Supervisor classifications.

It is important to note that when the Human Resources Department began working on the Social Service Aide classification and compensation study, the Compensation Philosophy included nine (9) market comparable agencies in the Counties of Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sonoma, and the Cities of Monterey and Salinas. In January 2023, the Board of Supervisors approved amending the Compensation Philosophy to add the County of Alameda. The Human Resources Department began working on the Eligibility Specialist base wage compensation study after the Board of Supervisors approved this amendment to the Compensation Philosophy; which now includes ten (10) market comparable agencies in the Counties of Alameda,

Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sonoma, and the Cities of Monterey and Salinas.

The base wage analysis of the County's comparable agencies found that based on the duties performed, the benchmark classification of Social Services Aide II was matched to three (3) of the nine (9) market comparable agencies: The Counties of San Luis Obispo, Santa Clara, and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified at the Counties of Contra Costa, San Benito, San Mateo, Santa Cruz, along with the Cities of Monterey and Salinas. The base wage salary of the Social Services Aide II classification was found to be approximately 19.94% below the salary mean of the comparable agencies' classifications.

The base wage analysis of the County's comparable agencies found that based on the duties performed, the benchmark classification of Eligibility Specialist II was matched to eight (8) of the ten (10) market comparable agencies: The Counties of Alameda, Contra Costa, San Benito, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, and Sonoma. After a thorough review and analysis of available data, no comparable matches were identified at the Cities of Monterey and Salinas. The base wage salary of the Eligibility Specialist II classification was found to be approximately 13.49% below the salary mean of the comparable agencies' classifications.

To promote the Human Resources Department's mission to make the County the employer of choice, the goal is to provide labor market competitive wages by setting base wages within five percent (5% = - 4.495% with rounding) of the average of the agencies identified. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards.

In accordance with the Compensation Philosophy, the base wage salary of the Social Services Aide II classification would need to be adjusted by approximately 19.94% at top step in order to align it with the labor market average and to maintain the current spread in the classification series. In addition, the base wage salary of the Eligibility Specialist II classification would need to be adjusted by approximately 13.49% at top step in order to align it with the labor market average and to maintain the current spread in the classification series.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the Department of Social Services have reviewed and concur with the recommendations. In addition, the Service Employees International Union (SEIU) Local 521 has been notified of the recommendations.

FINANCING:

The estimated impact to the Department of Social Services for the remainder of FY 2023-24 is approximately \$2,868,525 or \$4,917,472 annually. The Department will work to manage the increase within their FY 2023-24 adopted budget 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 this cost increase.

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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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Attachments:  
Attachment A  
Resolution