



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 24-178

November 12, 2024

Introduced: 10/16/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Supervising Certified Phlebotomy Technician with the salary range as indicated in Attachment A effective November 16, 2024;
- b. Amend the FY 2024-25 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8341-Appropriation Unit NMC001 & Fund 451-Dept. 9600-Unit 8334-Appropriation Unit NMC001) to reallocate one (1) Physical Therapist Assistant position to one (1) Supervising Certified Phlebotomy Technician position as indicated in Attachment A effective November 16, 2024; and
- c. Direct the Human Resources Department 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 Appendices A and B to create the classification of Supervising Certified Phlebotomy Technician with the salary range as indicated in Attachment A effective November 16, 2024;
- b. Amend the FY 2024-25 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8341-Appropriation Unit NMC001 & Fund 451-Dept. 9600-Unit 8334-Appropriation Unit NMC001) to reallocate one (1) Physical Therapist Assistant position to one (1) Supervising Certified Phlebotomy Technician position as indicated in Attachment A effective November 16, 2024; and
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

Natividad Medical Center (NMC) completed a classification and base wage compensation study of the Supervising Certified Phlebotomy Technician position and recommend the creation of this new classification with a base wage salary aligned with internal classifications.

The Laboratory Department has been providing supervision of non-licensed laboratory staff through the classifications of Clinical Laboratory Manager and Supervising Clinical Laboratory Scientists. The responsibility of providing supervision of the non-licensed laboratory staff has grown and it was determined that it can be more effectively managed at a lower level than the manager of the department without taking away from the licensed staff within the department.

To establish the salary range for the new classification, NMC completed a base wage compensation study and found that the job duties, responsibilities, and certifications of a Supervising Certified Phlebotomy Technician position were not matched to any of the six (6) hospital comparable agencies: Alameda Highland Hospital, Contra Costa Regional Medical Center, Hazel Hawkins Hospital, Salinas Valley Health, San Mateo Medical Center, or Santa Clara Valley Medical Center.

The County Compensation Philosophy requires a minimum of three (3) benchmark classification matches with our comparable agencies in order to provide sufficient data for analyzing and determining a base wage comparison. The County reserves the right to consider internal comparisons when in the best interest of the County. As a result, NMC recommends the creation of the new classification of Supervising Certified Phlebotomy Technician with a top monthly salary of approximately \$7,497 set at 5% above Senior Certified Phlebotomy Technician.

NMC is seeking consideration from the Board of Supervisors to adopt a Resolution to create the new classification of Supervising Certified Phlebotomy Technician with the respective salary and reallocate one (1) vacant Physical Therapist Assistant position to one (1) Supervising Certified Phlebotomy Technician position.

OTHER AGENCY INVOLVEMENT:

The Monterey County Office of County Counsel has reviewed this recommendation. In addition, the Service Employees International Union (SEIU) has been provided notice of these recommendations.

FINANCING:

The salary and benefits cost savings for the current position (1.0 FTE vacant) budgeted for the remainder of Fiscal Year 2024-25 is approximately \$5,799 and then \$7,935 annually thereafter. The funding for personnel costs is provided by Natividad Medical Center's enterprise fund comprised of patient services revenues received from commercial insurance, state, and federal government agencies. Funding will be absorbed by NMC's Enterprise Fund 451-9600-6111.

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

