



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: BC 23-164**

**November 29, 2023**

**Introduced:** 11/20/2023

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Budget Committee

- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Community Engagement Program Manager with the salary range as indicated in Attachment A;
- b. Consider supporting the amendment of the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8440-Appropriation Unit CAO004) to reallocate one (1) vacant 1.0 FTE Management Analyst III to one (1) 1.0 FTE Community Engagement Program Manager in (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) as indicated in Attachment A;
- c. Support approving a resolution and authorizing the Auditor-Controller to increase appropriations in the amount of \$129,760 in the County Administrative Legislative Affairs (001-1050-CAO004-8054) Fiscal Year (FY) 2023-24 adopted budget financed by a decrease in appropriations in the County Administrative Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) FY 2023-24 adopted budget (4/5th vote required);
- d. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Legislative Program Manager with the salary range as indicated in Attachment A;
- e. Consider supporting the amendment of the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) to reallocate and approve the reclassification of one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Legislative Program Manager as indicated in Attachment A;
- f. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved budgetary and position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the position changes in the Advantage Human Resources Management (HRM) System.

### RECOMMENDATION:

It is recommended that the Board of Supervisor's Budget Committee

- a. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendixes A and B to create the classification of Community Engagement Program Manager with the salary range as indicated in Attachment A;
- b. Consider supporting the amendment of the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8440-Appropriation Unit CAO004) to reallocate one (1) vacant 1.0 FTE Management Analyst III to one (1) 1.0 FTE Community Engagement Program Manager in (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) as indicated in Attachment A;
- c. Support approving a resolution and authorizing the Auditor-Controller to increase appropriations in the amount of \$129,760 in the County Administrative Legislative Affairs (001-1050-CAO004-8054) Fiscal Year (FY) 2023-24 adopted budget financed by a decrease in appropriations in the County

Administrative Community Engagement & Strategic Advocacy (001-1050-CAO024-8440) FY 2023-24 adopted budget (4/5th vote required);

d. Consider supporting the amendment of Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Legislative Program Manager with the salary range as indicated in Attachment A;

e. Consider supporting the amendment of the FY 2023-24 County Administrative Office Adopted Budget (Fund 001-Dept. 1050-Unit 8054-Appropriation Unit CAO004) to reallocate and approve the reclassification of one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Legislative Program Manager as indicated in Attachment A;

f. Consider supporting the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

#### SUMMARY/DISCUSSION:

The County Administrative Office requested that the Human Resources Department study two Management Analyst III positions assigned to the Intergovernmental and Legislative Affairs (IGLA) Division. One position oversees the County's Community Engagement program, while the other position oversees the County's Legislative Program. The objective of the studies was to determine if the Management Analyst III positions, based on assigned duties and responsibilities, are appropriately classified.

The classification studies found the following:

- **Legislative Program:** The incumbent's role in providing legislative program management oversight and responsibility has expanded over the past several years. The incumbent is responsible for managing a highly complex and political program area and providing oversight and direction to state and federal legislative consultants.
- **Community Engagement Program:** The responsibilities of the Community Engagement Program have significantly changed creating a need for the County to provide a higher-level delivery of community engagement services. This requires an advanced level of expertise in gathering complex data, recommending policies and procedures that promote local government initiatives.

Both classification studies determined that the assigned duties were not consistent with the current classification of either Management Analyst III position. Furthermore, no existing classifications were determined to be appropriate for either position's scope of work. As a result, the classification analysis found the duties would be more accurately reflected in new classifications titled Community Engagement Program Manager and Legislative Program Manager.

To establish salaries for these new classifications, the Human Resources Department completed a base wage compensation study of our ten (10) market comparable agencies; however, not enough matches were found. One (1) match was found in San Mateo for the Community Engagement Program Manager, and two (2) matches were found for the Legislative Program Manager. The County Compensation Philosophy requires a minimum of three (3) benchmark classification matches with

comparable agencies to provide sufficient data for analyzing and determining a base wage comparison. The County Compensation Philosophy further states that in the absence of sufficient external data comparisons, the County will use internal comparisons to set base wages for classifications. The internal comparison analysis of the duties, scope of work, complexity, and consequence of error of similarly situated classifications in Monterey County, resulted in similarities being identified between the work of the Sustainability Program Manager, County Homeless Services Director, and the Cannabis Program Manager as they relate to the assigned scope of work, complexity, and consequence of error.

In accordance with the County's Compensation Philosophy, the County of Monterey is committed to providing its employees with competitive compensation in order to attract and retain the highest quality employees to serve the community. Therefore, the Human Resources Department recommends that the Board of Supervisors Budget Committee support the recommended actions to ensure that the future incumbents are compensated commensurate to their positions. Therefore, it is recommended that the salaries of these new classifications be set at approximately \$12,459 per month at top step.

#### OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations. In addition, the County Employee Management Association (CEMA) has been provided notice of these recommendations.

#### FINANCING:

The estimated annual impact to the County Administrative Office for the reallocation to a Community Engagement Program Manager is \$37,722 per year and \$22,004 for the remainder of FY 2023-24. The estimated annual impact to the County Administrative Office for the reclassification and reallocation to a Legislative Program Manager is \$37,722 per year and \$22,004 for the remainder of FY 2023-24. The total annual cost is \$75,444.03, and the prorated cost for FY 2023-24 is \$44,008.

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 mid-year estimate and forecast is presented if it is experiencing budgetary challenges resulting from this cost increase.

#### 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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DocuSigned by:

Analyst *Wendell Sells*

Approved By: Sonia De La Rosa, County Administrative Officer, and Interim Director of Human

Resources *[Signature]*

Attachment:

Attachment A