



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: RES 23-242**

**January 09, 2024**

**Introduced:** 12/13/2023

**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 classifications of Certified Sterile Processing Technician and Senior Certified Sterile Processing Technician with the salary ranges as indicated in Attachment A effective January 13, 2024;
- b. Amend the FY 2023-24 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8333-Appropriation Unit NMC001) to reallocate seven (7) Central Sterile Technician positions to seven (7) Certified Sterile Processing Technician positions and one (1) Senior Central Sterile Technician position to one (1) Senior Certified Sterile Processing Technician position as indicated in Attachment A effective January 13, 2024;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management System.

**RECOMMENDATION:**

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

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classifications of Certified Sterile Processing Technician and Senior Certified Sterile Processing Technician with the salary ranges as indicated in Attachment A effective January 13, 2024;
- b. Amend the FY 2023-24 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8333-Appropriation Unit NMC001) to reallocate seven (7) Central Sterile Technician positions to seven (7) Certified Sterile Processing Technician positions and one (1) Senior Central Sterile Technician position to one (1) Senior Certified Sterile Processing Technician position as indicated in Attachment A effective January 13, 2024;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management System.

**SUMMARY/DISCUSSION:**

Natividad Medical Center (NMC) completed a classification and base wage compensation study of the Central Sterile Technician classification series that is responsible for cleaning, sterilizing, storing and distributing supplies and equipment used for patient care throughout the hospital. The objective of the study was to determine if there was enough market data available to support the creation of a certified version of the classification with a unique salary range, and if not, to recommend base wage salary changes to the existing non-certified classification aligned with available market data.

The classification study found that sufficient market data was available to support the creation of Central Sterile Technician classifications that possess and maintain either Certified Sterile Processing and Distribution Technician certification from the Certification Board for Sterile Processing and Distribution or Certified Registered Central Service Technician certification from the Healthcare Sterile Processing Association. As such, it is determined that there is a need to create the new classifications of Certified Sterile Processing Technician and Senior Certified Sterile Processing Technician. Approval was sought for a Garza Consent Decree waiver and temporarily granted with stipulations from the Civil Rights Office (CRO) to create these classifications and require certifications that are the hospital industry standard at our comparable agencies. NMC will monitor the effects of the creation of and subsequent hiring into these classifications on the diversity of the department and report as required on an annual basis to the CRO.

To establish the salaries for the new classification, NMC completed a base wage compensation study and found that the job duties, responsibilities and certifications of the Certified Sterile Processing Technician position were matched to three (3) of the six (6) hospital comparable agencies: Hazel Hawkins Hospital, Santa Clara Valley Medical Center and San Mateo Medical Center. After a thorough review and analysis of available data, no comparable matches were identified at Contra Costa Medical Center, Alameda Health System and Salinas Valley Health. The base wage compensation survey mean at top monthly step is approximately \$6,106.

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. As a result, there is sufficient data to help support creating the new journey level classification of Certified Sterile Processing Technician with a top monthly salary of approximately \$6,106. Furthermore, it is recommended that a lead level classification of Senior Certified Sterile Processing Technician also be created with a salary set using the existing spread between the non-certified journey- and lead-level classifications which is currently 15% or a top monthly salary of approximately \$7,021.

NMC is seeking consideration from the Board of Supervisors to adopt a Resolution to create the new classifications of Certified Sterile Processing Technician and Senior Certified Sterile Processing Technician with the respective salaries and reallocate seven (7) filled Central Sterile Technician positions to seven (7) Certified Sterile Processing Technician positions and one (1) filled Senior Central Sterile Technician position to one (1) Senior Certified Sterile Processing Technician position.

OTHER AGENCY INVOLVEMENT:

The Monterey County Human Resources Department, and Monterey County Office of County Counsel have reviewed this recommendation. In addition, the Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

The salary and benefits increased costs for the current positions (6.8 FTE filled) budgeted for the remainder of Fiscal Year 2023-24 is approximately \$13,450 or \$24,978 annually. The funding for personnel costs is provided by NMC's enterprise fund comprised of patient services revenues

received from commercial insurance, state, and federal government agencies. This action does not impact the General Fund.

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

Prepared by: Janine Bouyea, Hospital Assistant Administrator, (831) 783-2701  
Approved by: Dr. Charles Harris, Hospital Chief Executive Officer, (831) 783-2553

Attachments:  
Attachment A  
Resolution

Charles R. Harris  
Charles R. Harris, M.D., Chief Executive Officer

12/20/2023  
Date