



# County of Monterey

Item No.47

## Board Report

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

Legistar File Number: RES 26-028

February 10, 2026

**Introduced:** 1/31/2026

**Current Status:** General Government -  
Consent

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classifications of Inmate Services Specialist and Senior Inmate Services Specialist to Corrections Facility Support Specialist and Senior Corrections Facility Support Specialist and adjust the salary ranges effective in the current pay period beginning February 7, 2026, as indicated in Attachment A;
- b. Direct the Human Resources Department and the 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 and B to retitle the classifications of Inmate Services Specialist and Senior Inmate Services Specialist to Corrections Facility Support Specialist and Senior Corrections Facility Support Specialist and adjust the salary ranges effective in the current pay period beginning February 7, 2026, as indicated in Attachment A;
- b. Direct the Human Resources Department and the Auditor Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) System.

### SUMMARY

The Human Resources Department contracted with an independent consulting firm to conduct multiple base wage compensation studies in accordance with the County's Compensation Philosophy. As part of this effort, a base wage study was conducted for the Inmate Services Specialist classification series. The study identified insufficient external market matches for this classification, and consistent with the County's Compensation Philosophy, an internal analysis was conducted to determine appropriate salary alignment.

Based on the analysis, the Human Resources Department recommends the Board of Supervisors amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classifications of Inmate Services Specialist and Senior Inmate Services Specialist to Corrections Facility Support Specialist and Senior Corrections Facility Support Specialist and adjust the base wage salary ranges for the series effective in the current pay period beginning February 7, 2026.

### DISCUSSION:

The Human Resources Department contracted with independent consulting firm Management Strategies Group, a consulting division of Sloan Sakai Yeung & Wong LLP, to conduct multiple base wage compensation studies. The scope of work included an analysis of the Inmate Services Specialist classification series.

The consulting firm conducted the study in accordance with the County of Monterey's Compensation Philosophy. The wage analysis of comparable agencies identified insufficient external matches for the benchmark classification of Inmate Services Specialist. Consistent with the County's Compensation Philosophy, when fewer than three (3) appropriate external classification matches are available, internal comparisons are utilized to establish base wages.

Accordingly, an internal analysis of the Inmate Services Specialist classification was conducted. The analysis determined that the job requirements are most comparable to the Building Maintenance Worker classification. Based on this internal alignment, the Inmate Services Specialist classification would require an adjustment of approximately 13.77% at top step to align with the Building Maintenance Worker classification. Similarly, the Senior Inmate Services Specialist classification would require an adjustment of approximately 12.61% at top step to align with the Senior Building Maintenance Worker classification.

In addition, the Board of State and Community Corrections has begun phasing out the use of the term "inmate" in favor of "incarcerated person." This terminology update reflects evolving standards in correctional administration. Consistent with this direction, the recommended action includes retitling the classification series to better reflect current terminology and the nature of the work performed.

Therefore, the Human Resources Department recommends the Board of Supervisors adopt a Resolution to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the Inmate Services Specialist and Senior Inmate Services Specialist classifications to Corrections Facility Support Specialist and Senior Corrections Facility Support Specialist and to adjust the base wage salary ranges effective in the current pay period beginning February 7, 2026, as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The Offices of County Administration, County Counsel and the Sheriff concur with the recommendations. Implementation of the base wage adjustments fulfills a portion of a settlement agreement reached with the County and SEIU.

FINANCING:

The salary and benefits increase for the Sheriffs Office - Jail Programs (Budget Unit 2300-8239, Fund 001, Appropriation Unit SHE003) for the remainder of FY 2025-26 is approximately \$13,138.00 and FY 2026-27 is approximately \$37,000.00. This cost is fully supported by Inmate Welfare funding and is expected to be absorbed within the department's existing appropriations.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

The proposed recommended actions demonstrate the County's commitment in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of the County of Monterey.

- Well-Being and Quality of Life
- Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Dynamic Organization and Employer of Choice

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Attachments:

Attachment A

Resolution