



## Legislation Details (With Text)

**File #:** 21-1628      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/7/2021      **In control:** Board of Supervisors

**On agenda:** 11/16/2021      **Final action:** 11/16/2021

**Title:** Chief Administrative Officer and Director of Human Resources recommending the Board:  
 1) Receive an update from staff regarding the total compensation analysis for the Supervisor's Assistant classification; and  
 2) Approve and authorize the chair to sign Resolution 141-2021 revising the Salary Schedule for the Supervisor's Assistant classification effective the first pay period after adoption.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Blue Route 11-16-21, 2. B - Resolution 11-16-21, 3. C - Supervisors Assistant Market Data 11-16-21, 4. Executed Resolution 141-2021

Date	Ver.	Action By	Action	Result
11/16/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer and Director of Human Resources recommending the Board:  
 1) Receive an update from staff regarding the total compensation analysis for the Supervisor's Assistant classification; and  
 2) Approve and authorize the chair to sign Resolution **141-2021** revising the Salary Schedule for the Supervisor's Assistant classification effective the first pay period after adoption.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

On September 21, 2021, the Board directed staff to return to the Board within 60 days to explore recommendations for the Board of Supervisors' Assistants total compensation (Legistar item 21-1383). Subsequently, the Department of Human Resources completed an analysis of the total compensation for the Supervisor's Assistant classification.

Based on the October 2021 market study, the Supervisor's Assistant salary was 9.96% behind market median.

At the September 21, 2021 Board meeting, the Board approved Legistar item 21-1382, in which the Chief Administrative Officer and the Director of Human Resources recommended the Board bring unrepresented classifications to within 5% (+/-1%) of the market median in an effort to address the County's difficulty in recruiting and retaining qualified employees, salary compaction, and overall consistent labor negotiation strategy. Therefore, the Chief Administrative Officer and the Director of Human Resources recommend that the Board authorize the Chair to sign the corresponding Resolution, to bring the Supervisor's Assistant classification to within 5% (+/-1%) of the market median. The +/- 1% accounts for rounding all total compensation elements which is standard

methodology for compensation analysis and consistent with past practice.

### **ALTERNATIVES**

The Board may choose not to approve the new salary scale at this time or provide the Department of Human Resources with an alternate direction.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

If approved, the increase to compensation for the Supervisor's Assistant classification will cost approximately \$25,300 a year in additional General Fund. The cost for the remainder of the fiscal year will be approximately \$15,600. The department will likely not have sufficient appropriations to cover the cost of the increase for the remainder of the fiscal year, and will return to the Board with the Mid-Year Budget Report with a budget transfer for any compensation increases within the department that cannot be covered with savings.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Lauren Montalvo in Human Resources.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Don Ashton, Chief Administrative Officer  
Joseph Carruesco, Director of Human Resources