



# Board Agenda Item 37

DATE: November 14, 2017

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Salary Resolution Amendments

RECOMMENDED ACTION(S):

1. **Approve Amendment to the Salary Resolution deleting the Public Health Microbiologist I classification, retitling Public Health Microbiologist II to Public Health Microbiologist, and establishing the Public Health Microbiologist Trainee classification, effective November 20, 2017, as reflected on Appendix A.**
2. **Approve the Addendum to the Memorandum of Understanding regarding salary range adjustments for the Public Health Microbiologist classifications in Representation Unit 19 - Professional Employees, effective November 20, 2017, as reflected on Appendix A.**

Approval of Recommended Action No. 1 will amend the two Public Health Microbiologist I/II/Senior positions into two Public Health Microbiologist Trainee, Public Health Microbiologist, and Senior Public Health Microbiologist positions, resulting in no change in the total number of allocated positions in the Department of Public Health (DPH). The Human Resources Department (HR) has recommended the adjustment based on the results of a review conducted to address recruitment and retention issues for this classification series.

Approval of Recommended Action No. 2 will increase the salaries of the Public Health Microbiologist Trainee and Public Health Microbiologist classifications, by 1.92% and 30.84%, respectively to remain competitive within the relevant labor market. The estimated cost for the remainder of FY 2017-18 (\$16,460) is included in the DPH FY 2017-18 Adopted Budget, with no Net County Cost (NCC).

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the existing Public Health Microbiologist classification series and related salaries would remain unchanged.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended actions. The total increased cost for the remainder for FY 2017-18 is approximately \$16,460 with no NCC and is included in DPH's Org 5620 FY 2017-18 Adopted Budget.

DISCUSSION:

In May of 2017, DPH requested HR conduct a classification review to address recruitment and retention issues in the Public Health Microbiologist classification series, primarily due to compensation. There are two

positions allocated to Public Health Microbiologist (I/II/Senior), which have been vacant since February and April of 2017, despite ongoing recruitment efforts to fill them. These positions are vital to the successful operation of the County Public Health Laboratory, housed within DPH.

HR completed a comparative analysis to determine if the current Microbiologist classification and compensation structure was appropriate and consistent with the relevant labor market. The salary ranges for the Public Health Microbiologist I/II and Senior classifications fell far behind those of all surrounding counties; approximately 30% below the average. In addition, HR discovered the majority of counties surveyed utilized a designated Microbiologist Trainee classification to foster career development and retention within their respective public health laboratories.

Based on this information, HR is recommending an amendment to the Public Health Microbiologist classification series as follows:

- Deletion of the Public Health Microbiologist I classification;
- Reclassification of Public Health Microbiologist II to a stand-alone Public Health Microbiologist classification; and
- Addition of a Public Health Microbiologist Trainee classification.

HR also recommended the following starting salary range adjustments for these proposed classifications:

- Public Health Microbiologist Trainee:  
\$1,650 Biweekly Salary, a 1.92% increase from current Public Health Microbiologist I starting salary range
- Public Health Microbiologist:  
\$2,383 Biweekly Salary, a 30.84% increase from current Public Health Microbiologist II starting salary range

HR previously recommended a 28.7% salary range increase for Senior Public Health Microbiologist, which was approved by your Board, effective July 3, 2017. The corresponding salary adjustments for the aforementioned lower-level classifications will place the County at a competitive compensation level relative to surrounding counties and aid in recruitment efforts to fill the Microbiologist vacancies within the Public Health Laboratory.

The Addendum to the Memorandum of Understanding (MOU), effective November 20, 2017, codifies the aforementioned salary range adjustments for the Public Health Microbiologist classifications, represented by Unit 19 - Professional Association of Employees.

REFERENCE MATERIAL:

BAI #45, July 11, 2017, Salary Resolution Amendments  
BAI #34, September 27, 2016, MOU - Representation Unit 19

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix A  
Addendum to MOU for Representation Unit 19

CAO ANALYST:

Sonia De La Rosa