DATE: December 29, 2020

TO: Honorable Members of the Board of Supervisors
    Jeffrey V. Smith, County Executive

FROM: John P. Mills, Director, Employee Services Agency

SUBJECT: Off-Agenda Report RE: Status of salary study, recruitment and hiring process of the Stationary Engineer positions and the Biomedical Equipment Technician positions

At the October 20, 2020 Board of Supervisors’ meeting, the Board requested an off-agenda report relating to the status of the salary study, recruitment and hiring process of the Stationary Engineer positions and the Biomedical Equipment Technician positions. This memorandum provides the requested information.

The Medical Equipment Repairer and Biomedical Equipment Engineer series classification study is posted to the Union (SEIU Local 521). Employee Services Agency – Human Resources Department (ESA-HR) reviewed the submitted information, conducted informational interviews (desk audits) with all incumbents in the Medical Equipment Repairer and Biomedical Equipment Technician series classifications, and prepared a report with recommended actions. The study recommendation was posted to Health and Hospital System (HHS) Department Heads on September 23, 2020, and ESA-HR received concurrence from the Department Heads on October 15, 2020.

The study was immediately posted to the Union. The Union demanded to meet and confer, which took place on October 27, 2020. The Union, employees, ESA-HR, and department representatives attended, and the Union requested changes. ESA-HR reviewed the requested changes with the impacted departments and provided a response to the Union on December 18, 2020. ESA-HR is awaiting a response from the Union to schedule the next meet and confer.

The salary review for the Hospital Stationary Engineer classification series began with a request for data to a human resources consulting firm that ESA-HR has on contract. Due to the unique nature of the classification, the firm had difficulty finding comparable classifications in the surrounding Counties and Hospitals. The study was then assigned to a Human Resources Analyst. The salary study was posted to the HHS Department Heads on August 17, 2020. The department did not agree with the salary study findings, and ESA-HR met with the department on August 25, 2020 to gather additional information. Based on the information discussed during the meeting, the salary study for the Hospital Stationary Engineer classification was expanded to a full classification study, as the job specification’s typical tasks and employment standards do
not fully describe the duties of the classification. ESA-HR and the department Subject Matter Experts (SMEs) are now working together to gather additional data. The study recommendations will next be resubmitted to ESA-HR internal review.

c: Miguel Marquez, Chief Operating Officer
James R. Williams, County Counsel
Megan Doyle, Clerk of the Board of Supervisors