



Contra
Costa
County

To: Board of Supervisors

From: Anna Roth, Health Services

Date: December 15, 2020

Subject: Health Services Personnel Staffing Reorganization

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25657 to add one Disability Benefits Coordinator (VATC) (represented) position at salary plan and grade ZB5 1631 (\$6,614-\$8,039), one Personnel Technician (AP7B) (unrepresented) position at salary plan and grade B85 1308 (\$5,298-\$6,440), and one Departmental Human Resources Supervisor (unrepresented) (APFB) position at salary plan and grade B85 1012 (\$7,285-\$9,763); and cancel one vacant Departmental Personnel Officer-Exempt (APG1) position at salary plan and grade B85-1876 (\$8,846-\$10,752) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an approximate annual cost of \$290,083 with \$62,777 in pension costs included. The cost will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

In an effort to staff the Department's Personnel Unit with the positions needed to support the increasing operational needs and workload volume for the largest County department, the addition of three positions is requested. This unit is responsible for the departmental

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/15/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 15, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

BACKGROUND: (CONT'D)

leave administration, labor relations, delegated health specific recruitments, payroll, safety, staff development and human resources transactions.

The unit requires additional support with the increased leave administration caseload, which has reached approximately 1,400 employees and continues to increase weekly. Adding a second Disability Benefits Coordinator position will create a manageable distribution of labor and ensure the department's compliance with federal and state leave administration laws and requirements. The addition of a Personnel Technician position will provide the support needed to properly manage the limited duty program and timely identify assignments for employees that have temporary non-industrial work restrictions.

Health Services Department specific position recruitments continue at a high volume with a significant backlog, and additional COVID-19 related recruitment needs have emphasized the unit's need to increase its staffing. The addition of a Departmental Human Resources Supervisor will allow the Departmental Personnel Officer to focus on pressing labor relations and other unit priorities, and provide dedicated supervision to the departmental analysts and support staff assigned to recruitments, classification and compensation.

On June 23, 2020, the Board approved the department's recommendation to add one Departmental Personnel Officer-Exempt position in response to emergent COVID-19 needs. The department has not filled the position. The department has engaged the County Administrator's Office and the Human Resources Department to identify the appropriate staffing levels to support the increasing management responsibilities and unmet recruitment needs. Since all parties have agreed that a Departmental Human Resources Supervisor position will more accurately support the recruitment, selection and compensation duties of the unit, the Departmental Personnel Officer-Exempt position is no longer needed.

The recommended position additions and deletion will provide the staffing structure needed to respond to the ongoing needs of the department and better position the department's Personnel Unit to respond to emergent needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Personnel Unit of the department will continue to operate with inadequate staffing levels and positions.

ATTACHMENTS

P300 No. 25657 HSD