



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 9, 2021

Subject: Increase the hours of one (1) Labor Relations Analyst II from 32/40 to 40/40

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25687 to increase the hours of a vacant Labor Relations Analyst II (ADSJ) (unrepresented) position #13165 from 32/40 to 40/40 in the County Administrator's Office.

**FISCAL IMPACT:**

Upon approval, this action will have an annual cost increase of approximately \$28,755. This amount includes retirement costs which are estimated to be \$5,658. Funding for this increase will come from the General Fund.

**BACKGROUND:**

Labor Relations is responsible for facilitating equitable and effective labor-management relations by representing and balancing the interests of its employees, managers, and governing bodies encouraging the employee organizations and County management to work as partners and continuously improve the negotiation processes that are critical to the County's success.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/09/2021** ☒ 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: February 9, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: David Sanford, Labor Relations Manager (925) 655-2070

By: June McHuen, Deputy



### BACKGROUND: (CONT'D)

Analysts are expected to provide labor relations advice to operating departments and participate in complex contract negotiations, contract administration, grievance handling, the arbitration process and many other duties. Based on the workload for this position, a 40/40 schedule is needed to complete the duties required.

### CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, Labor Relations would be unable to fully address the business needs required of them.

### ATTACHMENTS

P300 25687