



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 13, 2018

Subject: Establish the classification of Training and Staff Development Specialist and reclassify two (2) positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21815 to establish the classification of Training and Staff Development Specialist (APSG) (represented) at salary plan and grade level ZB5 1001 (\$6,059 - \$7,365) and reclassify one (1) Senior Health Education Specialist (VMWE) (represented) position #10080 at salary plan and grade level TC5 1543 (\$5,494 - \$6,678) and its incumbent to the Training and Staff Development Specialist (APSG) salary plan and grade ZB5 1001 (\$6,059 - \$7,365) and one (1) Administrative Services Assistant III (APTA) (represented) position #13926 at salary plan and grade level ZB5 1631 (\$5,994 - \$7,286) and its incumbent to the Training and Staff Development Specialist (APSG) ZB5 1001 (\$6,059 - \$7,365) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$10,107 with \$2,440 in pension costs already included. This cost is entirely offset with Third Party Revenues.

BACKGROUND:

The Health Services Department is requesting to establish the classification

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/13/2018** ☒ 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 13, 2018

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)

of Training and Staff Development Specialist assigned to its Personnel Office. Positions in this class are primarily responsible for the design, assessment and implementation of training programs related to employee development and organizational productivity. Duties and responsibilities include planning, developing, organizing, evaluating and conducting training courses in a variety of subject matter areas for groups and individualized plans to improve employee effectiveness. Incumbents assigned to the positions are privy to highly sensitive and confidential personnel matters.

The Department has relied on two employees to deliver department-wide training that is outside the scope of their classifications. Therefore, it is recommended to reclassify Senior Health Education Specialist position #10080 and Administrative Services Assistant III position #13926 in order to classify and compensate them appropriately.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will continue to rely on staff who are not appropriately classified.

ATTACHMENTS

P300 21815 Est Training and Staff Development Specialist Class and Reclass 2 Positions in HSD