



Contra
Costa
County

To: Board of Supervisors
From: Kathy Ito, Human Resources Consultant
Date: February 9, 2016

Subject: Add one Human Resources Systems Specialist position and cancel one Clerk-Specialist Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21823 to add one (1) Human Resources Systems Specialist (AGTG) (unrepresented) position at salary plan and grade B85 1613 (\$5,499 - \$6,684) and cancel one (1) Clerk-Specialist Level (JWXD) (represented) position no. 15909 at salary plan and grade 3RX 1156 (\$3,487 - \$4,453) in the Human Resources Department.

FISCAL IMPACT:

This action will result in a net cost of \$42,003, of which approximately \$13,000 is attributed to pension. The cost of this action is 100% funded through the Benefit Administration Fee.

BACKGROUND:

Contra Costa County offers a wide variety of benefits to approximately 9000 active employees and 8000 retirees. To facilitate this work flow, the Human Resources - Employee Benefits Service Unit (EBSU) utilizes the PeopleSoft platform, which is currently on the 8.8 version. HR is upgrading to PeopleSoft 9.2 and adding the Benefits Administration and Benefits Billing modules which will significantly increase efficiency and accuracy through automation. Maintenance of the upgraded system requires a level of technical expertise well

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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, 2016

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

By: Chris Heck, Deputy

Contact: Lisa Lopez
925-335-1779

cc: Lisa Lopez

above the current job classification.

BACKGROUND: (CONT'D)

The Human Resources Systems Specialist, expected to have advanced technical knowledge of the PeopleSoft Personnel System, will provide interpreting and implementing policies and procedures, developing and updating work flows, standardized monthly and annual reporting and analysis, building system queries, and providing advice and support to EBSU HR Techs and Clerks. In addition, responsibilities and tasks from other departments will also be shifted to EBSU with this transition, increasing the work load and reporting expectations.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the position of Human Resources Systems Specialist job classification will result in a lower classification being inappropriately tasked with the work needed during and after the departments transition and will impede the County's ability to recruit and hire a qualified candidate.

ATTACHMENTS

P300 21823