



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Ito, Human Resources Consultant
Date: June 21, 2016

Subject: Add one HR Systems Specialist (AGTG) and cancel one Clerk-Senior Level (JWXC)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21866 to add one (1) HR Systems Specialist (AGTG) (unrepresented) position at salary plan and grade B85 1613 (\$5,499 - \$6,684) and cancel one (1) Clerk Senior Level (JWXC) (represented) position no. 13755 at salary plan and grade 3RX 1033 (\$3,087 - \$3,942) in the Human Resources Department.

FISCAL IMPACT:

This action will result in an increased annual cost of \$18,827 (approximately \$5,600 due to pension). The cost of this action will be 100% funded through the Benefits Administration fee.

BACKGROUND:

The Human Resources Department is in the process of implementing the Taleo Recruiting/Onboarding System which will integrate with PeopleSoft 9.2 and will replace the existing paper-driven applicant tracking system. It has been determined during project team meetings that a dedicated staff person will be instrumental in the success of this new system by providing ongoing functional, technical support and maintenance. The duties associated with this assignment will require complex computerized skills to analyze and verify system

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2016** ☒ 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

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: June 21, 2016

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

ABSENT: John Gioia, District I
Supervisor

By: Chris Heck, Deputy

Contact: Gladys Scott Reid (925)
335-1722

queries and report design.

BACKGROUND: (CONT'D)

This position will serve as the primary adviser for departmental staff responsible for utilizing the system as well as the liaison between the vendor and the line staff in operating County departments.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the position of HR Systems Specialist will result in a lower classification being inappropriately tasked with the required skills needed during and after implementation of the Taleo Recruiting/Onboarding system.

ATTACHMENTS

P300 21866 AIR 25988