



Contra
Costa
County

To: Board of Supervisors

From:

Date: August 9, 2016

Subject: Adopt Resolution No. 2016/484 Adjusting Salary and Steps of Specific Classifications and Incumbents

RECOMMENDATION(S):

Adopt Position Resolution No. 2016/484 for the following actions:

1. Effective May 1, 2016, adjust the salary step of four recently promoted incumbents in the Principal Planner-Level A (5AHD) classification from Step 3 to Step 6 for incumbents 62134, 64114, 67446, and from Step 3 to Step 5 for incumbent 66995;
2. Effective July 1, 2016, adjust the salary step of the incumbent in the reclassification of Chief Assistant County Counsel from Step 4 to Step 5; and
3. Effective September 1, 2016, add two additional five percent (5%) merit steps to the classifications of Deputy County Clerk-Recorder-Exempt (ALB2), Assistant County Registrar-Exempt (ALB1), and Assistant County Clerk-Recorder-Exempt (ALB3).

FISCAL IMPACT:

The costs associated with these actions are budgeted in each affected department for FY 2016/17.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I 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: August 9, 2016

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

ABSENT: Candace Andersen, District II Supervisor

By: Chris Heck, Deputy

Contact: Lisa Lopez 335-1779

1. Effective May 1, 2016, the Department of Conservation and Development promoted four DCD Planner III's to Principal Planner-Level A, following a competitive recruitment. Prior to their appointments, the four employees received differential pay of five to ten percent on a regular basis as allowed under the Local 21

BACKGROUND: (CONT'D)

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MOU (Section 42.17) in recognition of their complex and special assignments. The differential pay is not available to Principal Planner classifications.

Based on the Salary Regulations rules on promotion, the specialized differential is not used to calculate step placement upon promotion, which resulted in these employees receiving a cut to pay. This serves as a disincentive for competent employees to take promotions. Consequently, the County Administrator is recommending that an exception be made to move three of the employees from Step 3 to Step 6 (Employee Numbers: 62134, 64114, and 67446) and one of the employees from Step 3 to Step 5 (Employee Number 66995).

2. On May 10, 2016, the Board adopted a Resolution effective July 1, 2016, to reclassify an employee from Assistant County Counsel-Exempt (2ED1) position #14077 to the Chief Assistant County Counsel (2ED2). Based on the Salary Regulations rules on promotion, the incumbent was placed at Step 4 of the salary range. Due to the incumbent's extensive background and experience and the importance of this position to the department, the County Counsel recommended that the initial placement be at Step 5 on the salary range.
3. The base salaries for the classifications of Deputy County Clerk-Recorder-Exempt (ALB2), Assistant County Registrar-Exempt (ALB1), and Assistant County Clerk-Recorder-Exempt (ALB3) are not competitive. The County Clerk-Recorder-Registrar has requested that the salary range for the above classes be extended by two additional steps at five percent (5%) each.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, incumbents in positions listed will be adversely impacted by having to take reductions in pay to accept promotional opportunities. The Office of Clerk-recorder may struggle to retain key management personnel.

ATTACHMENTS

Resolution No. 2016/484