



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 27, 2016

Subject: APPOINTMENT OF COUNTY HUMAN RESOURCES DIRECTOR - EXEMPT - Dianne Dinsmore

RECOMMENDATION(S):

1. ADOPT Resolution No. 2016/539 abolishing outstanding performance pay steps for the classification of Director of Human Resources - Exempt (AGA2) effective October 17, 2016;
2. APPOINT Dianne Dinsmore to the position of Director of Human Resources - Exempt at Step 3 of the salary range effective October 17, 2016 with the following additional terms of employment:
 - a. One-time accrual of 80 hours of vacation time.
 - b. All other benefits as provided in the current Management Resolution applicable to the position of Director of Human Resources - Exempt.

FISCAL IMPACT:

The estimated annual County cost for the Director of Human Resources - Exempt position is \$317,654 of which \$50,712 is pension costs. The estimated cost for the eight and one half months remaining in fiscal year 2016/2017 is \$225,005, of which \$35,539 is pension cost. All costs are budgeted in the General Fund within the Human Resources Department operating budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
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: September 27, 2016

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

By: June McHuen, Deputy

Contact: Allison Picard
925-335-1096

BACKGROUND:

In May of 2016, the County commenced its third recruitment to fill the Director of Human Resources – Exempt position which has been vacant since May of 2014.

BACKGROUND: (CONT'D)

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The County contracted with Teri Black & Company (TBC), LLC to conduct the recruitment to fill the vacancy. On June 14, 2016, the recruitment for a new Director of Human Resources commenced. TBC advertised the position nationwide but with particular emphasis on the west coast region. Ads were placed with the California State Association of Counties (CSAC), California Public Employers Labor Relations Association (CALPELRA), Western City Magazine, California City/County News, International Public Management Association (IPMA), Northern California Human Resources Association (NCHRA), Jobs Available and the Society for Human Resources Management (SHRM). Invitations and recruitment brochures were sent via traditional and electronic mail to nearly 300 potential candidates targeted by executive search firm. The five (5) week recruitment garnered 67 applications. With the assistance of TBC, the applications were screened and four (4) semi-finalists were forwarded to the County Selection Committee on August 19, 2016.

The County Selection Committee was composed of Delores Turner, Director of Human Resources (Retired), East Bay Municipal Utility District; Lisa Driscoll, County Finance Director, Contra Costa County; Allison Picard, Chief Assistant County Administrator, Contra Costa County; and Kathy Ito, President, KMI Human Resources Consulting, Inc.

Following a series of interviews and reference checks, I selected Dianne Dinsmore for the position.

Ms. Dinsmore holds a Bachelor's Degree in French and Spanish from Mankato State University and a Master of Public Administration from Golden Gate University. She currently serves as the Director of Human Resources for the City of Petaluma, after holding a number of posts for the County of Monterey including Human Resources Director, Heath Department; Chief Negotiator, Supervising Human Resources Analyst, and Senior Human Resources Analyst, County Administrator's Office; and Associate Personnel Analyst, Planning and Building Department. Prior to working for the County of Monterey, Ms. Dinsmore served as a Personnel Analyst II for the County of Kern. Dianne is an active member of the Society of Human Resources Management (SHRM), California Public Employment and Labor Relations Association (CALPELRA) and International Public Management Association for Human Resources (IPMA-HR). As a human resources professional serving in numerous capacities, both in central support and operating departments, Ms. Dinsmore brings with her 16 years of experience in public human resources administrative and management positions. Diane looks to bring her highly regarded technical expertise, valued problem solving abilities, and strong organizational team orientation to Costa County's Human Resources Department.

CONSEQUENCE OF NEGATIVE ACTION:

The Director of Human Resources-Exempt position will remain vacant and the outstanding performance pay steps will not be eliminated.

ATTACHMENTS

Resolution No. 2016/539