



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: December 20, 2016

Subject: Reallocate the classification of Workforce Investment Board Executive Director - Exempt (XAD4) on the salary schedule in EHSD

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21983 to reallocate the classification of the Workforce Investment Board Executive Director-Exempt (XAD4) (unrepresented) on the Salary Schedule from Salary Plan and Grade B85 1972 (\$8,160 - \$10,414) five merit steps and one performance step to Salary Plan and Grade B85 2044 (\$8,763 - \$10,651) five merit steps and no Performance Pay, as recommended by the Human Resources Director.

**FISCAL IMPACT:**

Upon approval, this action will result in annual costs of approximately \$5,068, which includes \$1,774 in pension costs. (61% Federal, 39% State)

**BACKGROUND:**

The Employment and Human Services Department (EHSD) is requesting to reallocate the salary of the Workforce Investment Board Executive Director classification to appropriately compensate for the level of managerial responsibilities. The Workforce Investment Board Executive

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/20/2016** ☒ 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

ABSENT: 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: December 20, 2016

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

By: June McHuen, Deputy

Contact: Holly Trieu (925)  
313-1560

cc: Holly Trieu



### BACKGROUND: (CONT'D)

Director's primary responsibility is policy development and compliance with federal and state statutory mandates for a series of county-wide programs under the Workforce Investment and Opportunity Act (WIOA) including fiscal administration of the WIOA budget. Additional responsibilities include operational oversight of three Americas Job Centers, and consulting with individual Board of Supervisor members and other community leaders on workforce development and training systems that support local economic development policies. In addition, the Workforce Investment Board Executive Director serves as the Executive Officer to the Workforce Development Board overseeing the operations of the Board and ensures congruence with local policies. The Workforce Investment Board Executive Director reports to the Employment and Human Services Director and to the chair of the Workforce Development Board on policy and planning matters.

The classification of Workforce Investment Board Executive Director was established in April 1999 and was exempted from the merit system. On September 12, 2000, Resolution No. 2000/439 was adopted to reallocate the salary from a five-step salary range to a six step salary range including one performance step. Human Resources reviewed the duties of the Workforce Investment Board Executive Director and found that the level of responsibilities and primary duties of the classification require having the authority to exercise discretion and independent judgment on matters that impact policy and planning for county-wide workforce development programs.

Therefor, Human Resources conducted an external and internal review of the management responsibilities and compensation and found that the current compensation is below market. Human Resources recommends Resolutio No. 2000/439 be cancelled to eliminate the performance step, the range be changed from a six (6) step salary range to a (5) merit step salary range, and the salary be increased to align with the responsibilities and duties of the classification.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will be unable to recruit and retain highly skilled candidates.

### CHILDREN'S IMPACT STATEMENT:

Not applicable.

### ATTACHMENTS

P300 #21983 EHSD