



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: December 20, 2016

Subject: Reallocate the classification of Payroll Systems Administrator on the Salary Schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22001 to reallocate the classification of Payroll Systems Administrator (SAHM) (unrepresented) on the pay schedule from salary plan and grade B82 1755 (\$6,781-\$8,681) nine (9) merit steps and two (2) outstanding pay for performance steps to salary plan and grade B85 1857 (\$7,282-\$8,851) five (5) merit steps, and modify Resolution Number 2007/141 excluding the outstanding pay provisions for the classification of Payroll Systems Administrator as recommended by the Office of the Auditor-Controller.

FISCAL IMPACT:

Annual increase to the Office of the Auditor-Controller is \$9,130. Retirement costs will annually increase by \$1,178.

BACKGROUND:

The Office of the Auditor-Controller has two (2) full time permanent Payroll Systems Administrator positions assigned to the Office. Presently, one position is vacant due to an internal promotion and the Office plans to open recruitment to fill the vacancy.

☒ 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: Elizabeth Verigin, (925)
335-8603

cc: Elizabeth Verigin

The Office of the Auditor-Controller requested the Human Resources Department to conduct a salary study for the Payroll Systems Administrator classification.

After reviewing the salaries of comparable counties, it was recommended that the class of Payroll Systems Administrator be reallocated on the Salary Schedule to a slightly higher amount to reach the median salary of the comparable agencies.

BACKGROUND: (CONT'D)

Resolution No. 2007/141 was adopted by the Board of Supervisors on March 6, 2007 to implement a performance pay plan for the class of Payroll Systems Administrator. The Payroll Systems Administrator classification has nine (9) merit steps and two (2) Outstanding Pay for Performance steps for a total of eleven (11) steps. The Human Resources Department recommends collapsing the Outstanding Pay for Performance steps and moving from eleven (11) merit and performance steps to a standard five-step salary range at 5% increments between each step.

These actions will increase the salary's competitiveness and relativity to the external public sector market.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will hinder the Office of the Auditor-Controller's ability to fill the present vacant position, retain qualified staff, and remain salary competitive with other comparable counties.

ATTACHMENTS

P300 No. 22001 Auditor-Controller's Office