



# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: February 14, 2017

Subject: Resolution Reallocating the Salary of Classifications in the Office of the County Administrator

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## **RECOMMENDATION(S):**

ADOPT Resolution No. 2017/58 reallocating the salary of the classifications of Management Analyst, Senior Management Analyst, Principal Management Analyst, Senior Deputy County Administrator, Assistant County Administrator and County Finance Director by removing two steps at the bottom of the salary range and adding two additional steps at the top of the salary range at five percent each, eliminating the outstanding performance pay steps for the classes of Senior Deputy County Administrator and Assistant County Administrator and abolishing the classifications of Deputy County Administrator and Principal Management Analyst – Project. The reallocation is effective March 1, 2017.

## **FISCAL IMPACT:**

This action has a current year fiscal impact of approximately \$27,000. The maximum annual potential cost of this action would be approximately \$177,000, including \$42,000 in pension cost.

## **BACKGROUND:**

A review was completed of the salaries of specific classifications within the County Administrator's Office, in the following comparable counties: Alameda, Marin, Napa,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/14/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: February 14, 2017

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

Contact: Dianne Dinsmore, Human Resources Director 335-1766

By: Rolanda Hartfield, Deputy

Sacramento, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma. On average, Contra Costa County's classifications were 29% behind those of these comparable counties. It is recommended that the classes be reallocated on the Salary Schedule to add two steps at the top of each range at 5% each. With this reallocation, the classifications will continue to be below the median salary of comparable counties.

## BACKGROUND: (CONT'D)

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The attached resolution will reallocate the salary of the classifications of Management Analyst, Senior Management Analyst, Principal Management Analyst, Senior Deputy County Administrator, Assistant County Administrator and County Finance Director by removing the first two salary steps of each classification, eliminating existing performance pay steps, and adding two salary steps to the top of the salary range of each classification. The action also provides for movement of employees to the next higher step in their range (5% increase) effective March 1, 2017.

## CONSEQUENCE OF NEGATIVE ACTION:

Without this modification, the County would continue to experience difficulty attracting and retaining candidates and may be detrimentally impacted by the loss of highly-trained personnel.

## ATTACHMENTS

Resolution No. 2017/58