



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: May 23, 2017

Subject: Establish the classification of Human Resources Manager-Exempt

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22077 to establish the class of Human Resources Manager-Exempt (AGD4) (unrepresented) on the salary schedule at salary plan and grade B85 1954 (\$8,016.12 - \$10,742.37); add one (1) Human Resources Manager-Exempt (AGD4) (unrepresented) position; and cancel position number 12103, Assistant Director of Human Resources-Exempt, in the Human Resources Department.

FISCAL IMPACT:

Upon approval, these actions will result in approximate annual cost savings of \$20,000.

BACKGROUND:

On October 16, 2016, Contra Costa County appointed a new Human Resources Director after the position had been vacant for two and one half years. Since that time, the Director

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/23/2017** ☒ 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: May 23, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Dianne Dinsmore
(925) 335-1766

has been reviewing the needs of the Human Resources Department, including its organizational structure. On March 15, 2017, the Assistant Human Resources Director left Contra Costa County to head the Human Resources Department for the City of Emeryville. While her departure is a loss to the County, it provides the opportunity to reorganize the management structure to meet the immediate needs and support the future needs of the department. The recommended change in management structure is to abolish the Employee Benefits Manager-Exempt and replace it with a Human Resources Manager-Exempt and add a Human Resources Manager-Exempt position to the Personnel Services Unit. The incumbent Employee Benefits Manager-Exempt will be moved into the new classification.

The reasons for the recommended reorganization are three-fold.

BACKGROUND: (CONT'D)

1. The Human Resources Department is made up of three divisions: 1) Employee Benefits Services Unit (EBSU); 2) Personnel Services Unit (PSU); and 3) Administration. Employee Benefits is led by the Employee Benefits Manager-Exempt. Personnel Services does not have a manager and as a result, a significant amount of the Assistant Human Resources Director's time was spent overseeing the PSU. The department is undertaking several significant initiatives in PSU to modernize and streamline its services. Focused management is needed to plan, organize and drive the operations of the PSU.
2. There is currently minimal crossover between the EBSU and PSU. As a result, there is a knowledge vacuum if an individual departs, which happened when the former Employee Benefits Manager left the County with short notice, jeopardizing the department's ability to provide effective and compliant services. Establishing two Human Resources Managers will allow for crossover and knowledge transfer to minimize the impact of a departure and provide coverage during vacations and other absences.
3. The Assistant Human Resources Director and Human Resources Director require knowledge of all aspects of Human Resources. The current structure does not support employee development and succession planning. Although one Human Resources Manager will have primary responsibility for PSU and one for EBSU, the Managers will be given assignments in both areas and cross-training will be employed to broaden and develop their skill-sets.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, the Human Resources Department organizational structure will not effectively meet its current and future organizational needs.

ATTACHMENTS

P300 22077