



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: September 12, 2017

Subject: Reallocate the classification of Health Services Personnel Officer-Exempt on the salary schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22088 to reallocate the salary of the Health Services Personnel Officer - Exempt (VCN2) (unrepresented) classification on the salary schedule from salary plan and grade level B85-1875 (\$7,635 - \$9,280) to salary plan and grade level B85-1876 (\$8,017 - \$9,745) in the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$8,326 with pension costs of \$2,662 already included. This cost will be fully offset with Third Party Revenues.

BACKGROUND:

The Health Services Department is requesting to reallocate the salary of the Health Services Personnel Officer - Exempt classification in order to attract and fill its vacancy. The Health Services Personnel Officer is responsible for Recruitment and Selection, Employee/Employer Relations, Classification and Compensation, Safety, Employee Health and Rehabilitation, Staff Development/Training and Payroll functions to its approximately 4,300 employees in nine (9) divisions located throughout the County. Health Services is the largest County department with varied and complex operations including the Contra Costa

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/12/2017** ☒ 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: September 12, 2017

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

Regional Medical Center operation and its health centers, Public Health, Behavioral Health, Emergency Medical Services, Contra Costa Health Plan, Hazardous Materials, Environmental Health, and the Health, Housing and Homeless divisions which are all regulated by local, state, federal and accreditation agencies.

BACKGROUND: (CONT'D)

The Health Services Personnel Officer - Exempt is a member of the Health Services Director's senior management team who assists in the planning, developing, and administering of health programs and management activities which include providing technical, policy and managerial advice and assistance to the Director of Health Services. Currently, this position is vacant and the Department plans to recruit and fill it permanently.

After an internal review of similar classifications within the County, we find that the salary is below its comparable classifications in other departments. A 5% increase will bring the salary to a more competitive level to attract and retain a permanent Health Services Personnel Officer - Exempt.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services Department will not be able to attract and retain adequate management staff to effectively meet the operational requirements of Health Services Personnel.

ATTACHMENTS

P300 No. 22088 HSD