



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: September 26, 2017

Subject: Establish the Classification of Employee Benefits Analyst

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22151 to establish the class of Employee Benefits Analyst (AGVG) (unrepresented) on the salary schedule at salary plan and grade B85 1768 (\$6,867.83 - \$8,347.89).

FISCAL IMPACT:

No additional cost. The Employee Benefits Analyst position was added to the Human Resources Department as part of Resolution No. 2017/117 and included in the adoption of the FY 2017-18 Budget. The annual cost of the position is approximately \$144,142, which includes an estimated pension cost of \$23,237. The cost for this position will be offset by charges through the Benefits Administration Fee.

BACKGROUND:

As part of the PeopleSoft upgrade, CherryRoad looked at current staffing in benefits and made a number of recommendations, including the addition of additional systems technician level support and a benefits systems administrator, who will have overall responsibility for the integrity and maintenance of the system. The Employee Benefits Analyst will be responsible for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/26/2017** ☒ 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

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: September 26, 2017

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

By: June McHuen, Deputy

Contact: Dianne Dinsmore, (925)
335-1766

BACKGROUND: (CONT'D)

evaluating employee benefit practices by benchmarking best practices; conducting research which includes public sector benefits trends; tracking legislation and estimating impact. The position will also be responsible for performing the higher level and overseeing the overall billing and accounting functions.

One Employee Benefits Analyst position was already added to the Human Resources Department as part of Resolution No. 2017/117 as part of the adoption of the FY 2017-18 Budget.

CONSEQUENCE OF NEGATIVE ACTION:

The Employee Benefits Services Unit will not have the technical staffing needs to support the PeopleSoft upgrade project on an ongoing basis.

ATTACHMENTS

P300 No. 22151