



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 12, 2017

Subject: Resolution Authorizing an Upward Salary Step Adjustment

RECOMMENDATION(S):

ADOPT Resolution No.2017/426 granting an exemption to the Contra Costa County Salary Regulations to adjust the salary step on promotion of the incumbent in the classification of Children and Family Services Director-Exempt (XAD5), position number 6737 from Step 3 to Step 4 of the salary plan and grade B85 2113 (\$9,664 – \$11,747) effective September 11, 2017, as requested by the Employment and Human Services Director and recommended by the Director of Human Resources-Exempt.

FISCAL IMPACT:

Upon approval, the net County cost will increase by \$898, and the annual pension cost will increase by \$3,313. This position is funded by 48% Federal revenue, 39% State revenue, and 13% County General Fund.

BACKGROUND:

In accordance to the County's Salary Regulation-Section 4.1 Salary-On Promotion, any employee who is appointed to a position of a class allocated to a higher salary range than the class she/he previously occupied, shall receive the salary in the new salary range, which

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/12/2017** ☒ 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: December 12, 2017

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

By: June McHuen, Deputy

Contact: Cheryl Morse (925)
608-5023

cc: Cheryl Morse

is next higher than the rate he was receiving before promotion and results in a salary increase of at least a 5%.

On September 11, 2017, the Employment and Human Services Director appointed an internal County applicant into the Children and Family Services Director-Exempt position. Based on the County's Salary Regulations, the employee's promotion was eligible for Step

BACKGROUND: (CONT'D)

3 of the salary range in the newly appointed class. However, in recognition of this individual's experience and education and knowledge of our local community, our key stakeholders and our internal agency environment, the EHSD Director requested an exemption to the Salary Regulation Section 4.1 Salary-On Promotion to adjust the promotion salary to Step 4 of the salary schedule. The Human Resources Director reviewed and approved the Department's request for Board of Supervisors' consideration.

CONSEQUENCE OF NEGATIVE ACTION:

If this is not approved, the incumbent would not be compensated appropriately for their responsibilities for the Children and Family Services Bureau (CFS) and leadership for critical child welfare initiatives and processes.

ATTACHMENTS

Resolution No. 2017/426