



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 13, 2018

Subject: Establish Departmental Personnel Office-Exempt (APG1) in Contra Costa County, and add one position in Public Works Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22227 to establish the classification of Departmental Personnel Officer-Exempt (APG1) (unrepresented) at Salary Plan and Grade B85 1876 (\$8,017 - \$9,745) in Contra Costa County; add one (1) position and cancel one (1) Administrative Services Officer position (no. 12744) in the Public Works Department .

FISCAL IMPACT:

Upon approval, this action will result in increased annual salary and benefits costs of \$30,524, including pension cost of \$4,921. The Departmental Personnel Officer-Exempt position in Public Works is funded by administrative overhead costs and charged out to various Public Works Funds.

BACKGROUND:

The Administrative Services Officer in the Public Works Department recently accepted a promotion in the Department of Conservation and Development. Faced with this vacancy, the Department requested review of the personnel division structure. The Human Resources

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/13/2018** ☒ 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 13, 2018

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

By: June McHuen, Deputy

Contact: D.Dinsmore (925)
335-1766

cc:

Department

BACKGROUND: (CONT'D)

reviewed the existing department-specific personnel officer classifications currently created and designated to Health Services and Employment and Human Services departments. Given the commonality of the duties across department, Human Resources recommends that a county-wide classification be established to replace the department-specific classifications. This action consolidates like classifications into one county-wide classification.

The Departmental Personnel Officer will provide large diverse county departments a single high level personnel management position to oversee, plan, direct and manage the personnel program and personnel staff responsible for employee relations, recruitment; selection; classification; compensation; safety; executive, managerial, supervisory and organization development in their department. The position will report to the department's deputy director or department head and serve as a member of the department's executive team, and will provide advice to Department Directors, Deputy Directors, and Managers on a full range of personnel, labor relations, staff development and training related issues.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the County will continue to unnecessarily expand the number of classifications and will not have a county-wide high level personnel management classification to oversee, direct and manage the variety and magnitude of personnel services and personnel staff, and to provide advice to the Department's executive management personnel on issues pertaining to personnel, labor relations, and staff development.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 22227