



**Contra
Costa
County**

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

Subject: Adopt Ordinance 2018-03 to Exempt Departmental Personnel Officer-Exempt from Merit System

RECOMMENDATION(S):

ADOPT Ordinance No. 2018-03 amending the County Ordinance Code to exclude from the Merit System the new classification of Departmental Personnel Officer-Exempt.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The new county classification, Departmental Personnel Officer-Exempt, was established on February 6, 2018. The Departmental Personnel Officer-Exempt is a single high level personnel management position and will provide a large diverse county department the oversight and management of the personnel program and personnel staff responsible for employee relations, recruitment; selection; classification; compensation; safety; executive,

☒ 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: Stephanie Mello, Deputy

Contact: D. Dinsmore (925)
335-1766

cc: Eric Suits, Gladys Scott Reid

BACKGROUND: (CONT'D)

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managerial, supervisory and organization development. Also, the Departmental Personnel Officer-Exempt will serve as a member of the Department's Executive Team, and will consult with Department Directors, Deputy Directors, and Managers on full range of personnel, labor relations, staff development and training related issues. The Departmental Personnel Officer-Exempt will report to a Department's Deputy Director or the Department Head.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be a county-wide departmental high-level personnel management classification to oversee, direct and manage department personnel staff. This classification will be a member of the department executive management team on issues pertaining to department personnel, labor relations, and staff development.

ATTACHMENTS

Ordinance 2018-03