



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 13, 2018

Subject: Resolution Reallocating the Salary of Specified Classifications in the Office of the County Administrator

RECOMMENDATION(S):

ADOPT Resolution No. 2018/59 reallocating the salary of specified exempt classifications of Chief Assistant County Administrator (ADB1), County Finance Director (ADB6), and Executive Assistant II to the County Administrator (J3H2). The reallocation is effective February 1, 2018.

FISCAL IMPACT:

This action has a current year fiscal impact of approximately \$45,000. The maximum annual potential cost of this action would be approximately \$108,000, including \$31,000 in pension cost.

BACKGROUND:

The attached resolution reallocates the salary of the classification of Chief Assistant County Administrator by removing the first two steps and adding two steps to the top of the range at five percent (5%) each; reallocates the classification of County Finance Director by

☒ 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

Contact: Dianne Dinsmore, Human Resources Director 335-1766

By: June McHuen, Deputy

BACKGROUND: (CONT'D)

adding two five percent (5%) steps to the top of the range; and increases the existing pay steps of the Executive Assistant II to the County Administrator by five percent (5%) each. The action also provides for movement of employees to the next higher step in their range (5% increase) effective February 1, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

Without this modification, the County would continue to experience difficulty attracting and retaining candidates and may be detrimentally impacted by the loss of highly-trained personnel.

ATTACHMENTS

Resolution No. 2018/59