



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: April 17, 2018

Subject: Reclassify EHS Personnel Officer to Departmental Personnel Officer-Exempt

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22253 to reclassify the EHS Personnel Officer (XAGB) (unrepresented) to Departmental Personnel Officer-Exempt (APG1) (unrepresented), reallocate the classification from salary level B82 1841 (\$7605 -\$9267; \$9736 max with performance pay) to salary level B85 1876 (\$8017- \$9745), re-assign position #12068, place employee #83910 at Step 4 on the new salary range, and acknowledge that the incumbent will be eligible for review for within range step adjustment on the next anniversary date. Abolish the classification of EHS Personnel Officer (XAGB) effective the day following Board action.

FISCAL IMPACT:

Cost neutral.

BACKGROUND:

On February 6, 2018 the Board of Supervisors approved Position Adjustment Request #22227 to establish the countywide classification of Departmental Personnel Officer-Exempt, and on February 13, 2018 approved Ordinance 2018-03 to exempt the class from the merit system. This action reclassifies the current EHS Personnel Officer and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/17/2018** ☒ 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: April 17, 2018

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

By: June McHuen, Deputy

Contact: D. Dinsmore (925)
335-1776

modifies the funded position to the new countywide Departmental Personnel Officer-Exempt class. The increased cost associated with this action will be absorbed within the Employment and Human Services existing FY 2017/18 budget. In addition, upon approval, the EHS Personnel Officer class will no longer be needed in the department and will be abolished.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the current incumbent will remain in a single position classification rather than a countywide classification

ATTACHMENTS

P300 22253