



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: May 8, 2018

Subject: Salary reallocation of the Deputy Public Administrator classification on the Salary Schedule in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22268 to reallocate the salary of the Deputy Public Administrator (AXFA) (represented) classification from salary plan and grade ZA5 1432 (\$4,922 - \$5,983) to salary plan and grade ZA5 1432 (\$4,967 - \$6,038) on the Salary Schedule, as recommended by the Health Services Department.

FISCAL IMPACT:

Upon approval, this action has an annual cost increase of approximately \$973 with pension cost of \$235 already included. Costs associated with this action will be funded by Public Administrator fees.

BACKGROUND:

The Health Services Department has requested to reallocate the salary of the Deputy Public Administrator classification. This single position classification is allocated in the Public Administrator's Office within the Health, Housing and Homeless Division. The Deputy Public Administrator investigates and may administer the estates of persons who are

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/08/2018** ☒ 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: May 8, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5246

residents of Contra Costa County at the time of death or deceased persons without a will or without an appropriate person willing or able to act as administrator.

BACKGROUND: (CONT'D)

The duties and responsibilities are highly specialized and require extensive knowledge of California Probate Codes, as well as Federal and State laws related to estate management. Currently, there is less than a five percent (5%) difference between the salary range of Public Administrator's Program Assistant and Deputy Public Administrator, to which the Public Administrator's Program Assistant reports, triggering salary compaction. The recommended salary adjustment will result in a five percent (5%) differential between the classifications of Deputy Public Administrator and Public Administrator's Program Assistant.

CONSEQUENCE OF NEGATIVE ACTION:

Given the increase in duties and responsibilities that is being performed by the Deputy Public Administrator classification, if this action is not approved, this classification will not be appropriately compensated on the Salary Schedule.

ATTACHMENTS

P300 No. 22268 CCHS