



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Sharon Offord Hymes, Risk Manager  
Date: June 26, 2018

Subject: Add one (1) Senior Workers' Compensation Claims Adjuster and cancel of one (1) Workers' Compensation Claims Adjuster II

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22300 to add one (1) Senior Workers' Compensation Claims Adjuster (AJTC) (represented) at a salary plan and grade ZB5 1667 (\$6,211 - \$7,550) and cancel one (1) Workers' Compensation Claims Adjuster II (AJVF) (represented) position no. 6277, at salary plan and grade ZB5 1564 (\$5,609 - \$6,818) in the County Administrator' Office, Risk Management Division.

**FISCAL IMPACT:**

This action will result in increased salary and benefit costs of \$10,142 with pension costs accounting for \$2,074 of the increase. All costs will be charged to the Workers Compensation Internal Service Fund

**BACKGROUND:**

The action will dedicate one Senior Workers' Compensation Claims Adjuster to meet the increased need for handling the implementation of new regulations, new legislation,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **06/26/2018** ☒ 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: June 26, 2018

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

Contact: Sharon Hymes-Offord  
(925) 335-1450

By: June McHuen, Deputy

### BACKGROUND: (CONT'D)

and reporting requirements.

By converting one vacant funded Workers' Compensation Claims Adjuster II position to a Senior Workers' Compensation Claims Adjuster, Risk Management will be able to provide lead direction to Workers' Compensation Claims Adjusters and support staff, adjust complex claims, assist with mandated State and Federal reporting, and maintain compliance with workers' compensation laws and regulations. In addition, this will allow chances for career development and advancement.

### CONSEQUENCE OF NEGATIVE ACTION:

Risk Management will not be able to maintain compliance with the new workers' compensation legislation, regulations, and reporting requirements.

### ATTACHMENTS

P300 22300