



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: October 9, 2018

Subject: Resolution No. 2018/517 Authorizing Advance Step Placement of Health Plan Nurse Program Director Incumbent

RECOMMENDATION(S):

ADOPT Resolution No. 2018/517 to 1) grant an exemption to Contra Costa County Salary Regulations Section 4.12 and 2) adjust the salary step of the incumbent of Position No. 16318 (Employee No. 70108) in the classification of of Health Plan Nurse Program Director (VRFA) to Step 4 of salary range ZLA 2125 (\$11,030-\$13,407) effective October 8, 2018.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$17,297, including pension costs of \$11,000, and will be funded by Contra Costa Health Plan membership premiums.

BACKGROUND:

The Health Plan Nurse Program Director position is responsible for managing the Utilization Management and Authorization unit in the Contra Costa Health Plan. The permanent position has been vacant since 2015. In March of 2018, a recruitment was conducted to fill the permanent position and the Department received 15 applications, but only three individuals met the required minimum qualifications. The recruitment was re-opened in August of 2018, and an internal candidate applied for and was offered the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/09/2018** ☒ 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: October 9, 2018

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

Contact: Julie DiMaggio Enea
(925) 335-1077

By: June McHuen, Deputy

position. The County Salary Regulations regarding Salary on Transfer would have placed the appointee at

BACKGROUND: (CONT'D)

Step 2 of the Salary Schedule in the new classification. Based on the difficulty the Department has faced with recruiting to fill this position permanently, we recommend that the incumbent's salary step be adjusted to Step 4 upon transfer.

The pertinent section of the Salary Regulations are in Section 4: Salary Administration – Class and Other Changes. Section 4.12 states, in part, "*An employee who transfers to a position in a different class than that he previously occupied, but at a different salary range within five (5) percent at the top step, shall be paid at the same salary as he was receiving before the transfer. If the former salary is not a step on the new range, the employee shall be paid at the next higher step on the new range; if no higher step is available, the employee shall be paid at the next lower step on the new range.*"

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the position will remain vacant pending another recruitment.

ATTACHMENTS

Resolution No. 2018/517

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