



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: October 16, 2018

Subject: Add two (2) Departmental Human Resources Analyst I positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22368 to add two (2) Departmental Human Resources Analyst I (ARVA) positions in the Health Services Department. (Unrepresented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$283,533 with pension costs of \$61,287 already included. The cost is fully funded by miscellaneous department-wide revenue offset per indirect claims.

BACKGROUND:

The Health Services Department is requesting to add two (2) Departmental Human Resources Analyst I positions allocated to its Personnel Division. Currently, there are a total of seven (7) analysts with three assigned to recruitment and classification functions, and four assigned to labor relations functions. The latter provides consultation and guidance to over 300 Division Managers and Supervisors on employee and employer relations matters. The Department currently employs over 4,500 employees in varied classifications represented by seven (7) different labor organizations with their own memorandum of understanding (MOUs).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/16/2018** ☒ 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 16, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

cc:

BACKGROUND: (CONT'D)

Over the years, the Department has experienced an increase in employee and labor relations activities that require adding these positions. Duties and responsibilities include providing advice and guidance on personnel procedures related to the interpretation of MOUs, Personnel Management Regulations, Salary Regulations, Merit System Principles, federal and State laws, Department policies, and County Administrative Bulletins; investigating discrimination/harassment complaints both internal and external including Department of Fair Employment and Housing (DFEH); acting as the Departmental Representative in employee grievances up to and including mediation and arbitration proceedings; working closely with supervisors on employee performance issues to include investigations and determination of the level of disciplinary actions; and working with Counsel in Merit Board and PERB proceedings.

This positions are necessary in order to effectively meet the demands of the Department's employee/employer relations matters and adhere to stringent deadlines in response to grievances, and discrimination and harassment complaints.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Personnel Division will not have adequate staff to respond to labor relations matters, and harassment and discrimination complaints in a timely manner.

ATTACHMENTS

P300 22368_Add 2 Dept HR Analyst I positions in HSD