



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: May 21, 2019

Subject: Adopt Ordinance No. 2019-01 to exclude from the Merit System the classification of Director of Risk Management-Exempt

**RECOMMENDATION(S):**

ADOPT Ordinance No. 2019-01 amending the County Ordinance Code to retitle the Risk Manager-Exempt classification to Director of Risk Management-Exempt in the list of classifications excluded from the merit system.

**FISCAL IMPACT:**

There is no cost associated with this action.

**BACKGROUND:**

Risk Management is currently a division of the County Administrator's Office. Recently, the Manager over the Risk Management Division retired. While preparing to fill the position, Human Resources worked with the County Administrator's Office to study the position. Through this process, it was determined that the Risk Management Division should be a separate stand-alone department in the County. The following factors contributed to this conclusion; the County has a hospital, which adds the complexity of medical malpractice risk management that not all Counties require; and the County manages Workers Compensation claims in-house, as opposed to using a third-party administrator for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **05/21/2019** ☒ 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 21, 2019

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

By: Stephanie Mello, Deputy

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(925) 335-1766

claims adjustment. The consequence of error and the impact on the County for this role also support making Risk Management a department rather than a division of the County Administrator's Office. This new department head classification, Director of Risk Management-Exempt, is appropriate to oversee the new department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved in the County Administrator's Office, Risk Management will not be properly staffed for the future.

ATTACHMENTS

Adopt Ordinance 2019-01