



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: March 10, 2020  
Subject: Amend Personnel Management Regulations

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/502 amending the Contra Costa County Personnel Management Regulations to delete Rules 604 and 710 and revise Rule 706.

**FISCAL IMPACT:**

There is no fiscal impact associated with these changes.

**BACKGROUND:**

The Contra Costa County Personnel Management Regulations, written in 1982, constrain the County's ability to modernize and streamline its recruitment and assessment methods to meet today's labor market demands. A goal of the Human Resources Department is to modernize the Contra Costa County Personnel Management Regulations (PMRs). This is a significant undertaking and will take considerable time to develop and implement. However, three revisions to the PMRs have been identified that will have an immediate positive impact.

Rule 710 allows candidates on an eligible list to be on only three referrals for that list at any one time. This limits a candidate's opportunity for employment.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/10/2020** ☒ 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: March 10, 2020

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

By: June McHuen, Deputy

Contact: Dianne Dinsmore  
(925) 335-1766

## BACKGROUND: (CONT'D)

In addition, when multiple departments request referrals from the same list, some departments may have to wait weeks or even months until interviews are completed for the three referrals before they receive a complete referral. This impacts the County's ability to provide services. Eliminating Rule 710 will prevent this backlog and provide more opportunity to candidates on eligible lists.

Rule 604 requires randomized breaking of tied scores. As a result, where two candidates have identical scores, they are ranked differently, and therefore one may be referred while the other is not. This artificial forced ranking takes significant staff time to administer and is unfair to candidates who received the same score but are treated differently. Eliminating Rule 604 will allow all candidates with the same score to be referred at the same time.

Rule 706 prescribes the number of candidates referred to a department for consideration. For example, Rule 706.1 states that "On each request for personnel from an open employment list, ten (10) names shall be certified." This means that exactly 10 people are referred, despite the fact that additional candidates may have the same score as explained above. In combination with the elimination of Rule 604 which requires forced tie breaking, changing Rule 706 to refer any other candidates that have the same score as the number ten (or five or three depending on the Rule) candidate will establish a fairer process in line with best practices.

Representatives for all recognized employee organizations have been notified of this proposed change. Only SEIU Local 1021 (1021) opposed the change. Therefore, the County has signed a side letter with 1021, also submitted for approval on this agenda, to continue to treat referrals for positions represented by 1021 in the same manner as under the current PMR language.

## CONSEQUENCE OF NEGATIVE ACTION:

Departments will continue to experience unnecessary delays in receiving referrals of eligible candidates, and candidates with identical scores will unfairly be given different ranks using random tie breaking.

## ATTACHMENTS

Resolution 2019/502

PMRs Redline

PMRs Revised