



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: August 6, 2019

Subject: Resolution No. 2019/533 to Provide Salary Adjustments for Specified Elected Department Heads (excluding the Board of Supervisors)

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/533 to provide salary adjustments for specified Elected Department Head classification (excluding the Board of Supervisors), effective August 1, 2019.

**FISCAL IMPACT:**

This action would result in estimated FY 2019/20 costs of \$55,100, which includes \$13,000 in pension costs.

**BACKGROUND:**

On December 11, 2018, the Board adopted Resolution No. 2018/584, which provided Cost of Living (COLA) wage increases for Management, Exempt, and Unrepresented classifications including Elected Department Heads for the period of January 1, 2019 through July 1, 2021.

In July, a salary study for all Elected Department Heads was conducted to compare Contra Costa County's salaries with the nine area counties that have been used to adjust other Officials' compensation. The counties of Alameda, Marin, Napa, Sacramento, San Mateo,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **08/06/2019** ☒ 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: August 6, 2019

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

Contact: David Twa, County  
Administrator (925) 335-1080

By: Jami Napier, Deputy

Santa Clara, Santa Cruz, Solano, and Sonoma were used in the salary study. Among these nine (9) counties, Contra Costa County is the fourth most populated county. Elected Department Heads perform critical governance roles for their departments, the County and the public.

## BACKGROUND: (CONT'D)

Based on the findings of the salary study, Contra Costa County is lower than some of other nine bay area comparable counties and is paying below the average of the nine bay area comparable counties.

Therefore, in addition to the general wage increases of 4% granted on July 1, 2019 to the Auditor-Controller, Clerk-Recorder, Treasurer-Tax Collector and Assessor, as approved in Resolution No. 2018/584, the County Administrator is recommending adjusting the salaries of the Auditor-Controller, Clerk-Recorder, and the Treasurer-Tax Collector. These adjustments are necessary to prevent the potential loss of highly trained executives and to continue to attract experienced, highly motivated individuals to run for these offices.

No adjustment is required for the Sheriff or District Attorney at this time since their salaries are within the range of the average of the comparable counties. Additionally, the Sheriff received increases similar to increases for the Deputy Sheriffs on July 1, 2019, and the District Attorney received increases similar to the increases for the Deputy District Attorneys on July 1, 2019. Currently the Assessor is 1.96% below the Average of the nine bay area comparable counties. A salary adjustment for the Assessor will be considered at a later date once other issues in the Department have been resolved.

In order to arrive at a salary that aligns with the other nine counties (see attachment), the following actions are recommended:

1. Adjust the annual salary of the Auditor-Controller (SAA1) to meet the average salary of \$225,594, which would result in a monthly salary of \$18,800.
2. Adjust the annual salary of the Clerk-Recorder (ALA1) to meet the average salary of \$210,686, which would result in a monthly salary of \$17,557.
3. Adjust the annual salary of the Treasurer-Tax Collector (S5A1) to meet the average salary of \$217,931, which would result in a monthly salary of \$18,161.

## CONSEQUENCE OF NEGATIVE ACTION:

The County will not have competitive salaries for elected official classes and could be detrimentally impacted by the potential loss of highly-trained executives.

## ATTACHMENTS

Resolution 2019/533

Elected Officials Salary Survey Summary 2019