



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: September 10, 2019

Subject: Personnel Resolution No. 22509 - Adjusting the Salary of Departmental Human Resources Classifications

**RECOMMENDATION(S):**

ADOPT Position Resolution No. 22509 to reallocate the salary of the Personnel Technician (AP7B) (unrepresented) from salary plan and grade B85 1308 (\$4,665 - \$5,670) to salary plan and grade B85 1136 (\$5,143 - \$6,252); reallocate the salary of the Departmental Analyst II (ARTA) (unrepresented) from salary plan and grade B85 1631 (\$6,423 - \$7,807) to B85 1138 (\$6,672 - \$8,942); and reallocate the salary of the Departmental Analyst I (ARVA) (unrepresented) from salary plan and grade B85 1517 (\$5,737 - \$6,974) to B85 1517 (\$6,024 - \$7,323) effective October 1, 2019.

**FISCAL IMPACT:**

Upon approval, the cost of reallocating the salaries of departmental human resources classifications will be absorbed by the Departments utilizing these classifications. The nine month costs for FY 2019/20 are estimated to be \$4,500 for the Department of Conservation and Development, \$49,700 for the Employment and Human Services Department, \$59,200 for the Health Services Department, \$8,400 for the Library, \$26,600 for Public Works, and \$9,000 for the Contra Costa County Fire Protection District.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/10/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: 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: September 10, 2019

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

ABSENT: John Gioia, District I  
Supervisor

By: Jami Napier, Deputy

Contact: Dianne Dinsmore (925)  
335-1766

### BACKGROUND:

The County has experienced significant difficulties recruiting and retaining qualified candidates to fill departmental Human Resources positions. Six of nine Health Services Departmental HR Analysts have left since 2018 and four of eight Employment and Human Services Departmental HR Analyst have left since 2017. Recruitment efforts have failed to attract a pool of qualified candidates to fill these vacancies.

The recommended salary reallocation will align Personnel Technician with Human Resources Technician, increase Departmental HR Analyst I by 5% and align Departmental HR Analyst II with the central human resources classification of Human Resources Analyst.

The recommended increase will improve our competitiveness in a tight market. In addition, it aligns with our goal to have more opportunities for cross-training and collaboration between central HR and departmental HR, creating training and career opportunities for current HR employees as well as developing a highly skilled, nimble HR team to support County operations.

### CONSEQUENCE OF NEGATIVE ACTION:

Departments may continue to lose staff and/or have difficulty filling vacancies.

### ATTACHMENTS

P300 No. 22509