



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Establish the Departmental HR Supervisor classification, cancel a Social Services Program Analyst and add a Departmental HR Supervisor in EHSD

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental Human Resources Supervisor (XAFA) (unrepresented); add one (1) Departmental Human Resources Supervisor (XAFA) (unrepresented) position at salary plan and grade B85 1012 (\$7,285 - \$9,763); cancel one (1) Social Services Program Analyst (X4SH) (represented) position # 10835 at salary plan and grade KZ5 1642 (\$6,686 - \$8,127) in the Employment and Human Services Department.

**FISCAL IMPACT:**

The Departmental Human Resources Supervisor position will be funded with 58% Federal, 36% State, and 6% County funds. Trading the Social Services Program Analyst for a Departmental HR Supervisor position will cause an annual salary and benefits budget increase of \$11,115, including \$3,351 increase in pension cost. The County cost will increase by \$667.

**BACKGROUND:**

Contra Costa County Human Resources Department contracted with CPS HR Consulting to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **10/13/2020** ☒ 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: October 13, 2020

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

Contact: Reni Radeva, (925) 608-5036;  
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

conduct a study of the staffing needs

## BACKGROUND: (CONT'D)

of the personnel units in both the Employment and Human Services Department (EHSD), and in the Health Services Department (HSD). The study conducted in EHSD was an in-depth analysis of the personnel transaction functions, but did not include any analysis of the payroll staffing and functions. This study was completed over a two-year period and included a recommendation that EHSD "should add a first line supervisor position to assist in the day to day management of staff. This will allow the current supervisor (the Departmental Personnel Officer) to focus on the programmatic requirements that have been delegated as unmet work requirements and management oversight of the division, and provide guidance in the Personnel arena at the departmental level, while providing a position that can focus on appropriate work distribution and supervisory guidance in addition to helping the current supervisor with backlogged projects/requirements and assist with running the day to day operation of the Personnel Division."

The CPS study, conducted in 2018-19 and issued in February 2020, recognized the extraordinary workload under the Departmental Personnel Officer for the daily transaction activities, however as previously noted, did not account for the additional work associated with the supervision and administration of the payroll unit and its functions. Further, the impacts of the Covid-19 pandemic have brought significant increases in personnel transactions such as recruiting, testing, hiring, on-boarding, timekeeping, FMLA, LOA, labor relations issues, interactive meetings, tracking and monitoring.

Currently, the Personnel Unit of the Employment and Human Services Department consists of thirty (30) professional, paraprofessional and assistant staff, performing a wide scope of human resources activities including payroll. All staff report to and are supervised by the Departmental Personnel Officer, who is responsible for the overall management and administration of the Personnel Unit.

The Departmental Human Resources Supervisor will be responsible to coordinate and guide the activities of the personnel team and ensure the efficient and timely completion of day-to-day work. This position will perform comprehensive professional human resources work, handle the most complex and sensitive project assignments, supervise personnel staff, and will be responsible for assigned personnel functions within the personnel unit.

Employment and Human Services Department was granted a freeze exemption on August 10, 2020 to move forward with adding the Departmental HR Supervisor position.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the recommended Departmental Human Resources Supervisor position will continue to deepen the work overload and the unmet work requirements for the entire personnel unit and will continue to negatively impact the effectiveness and stability of EHSD.

CHILDREN'S IMPACT STATEMENT:

Not Applicable

ATTACHMENTS

JD- DHRS

AIR 42770 budget

P300