



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 15, 2020

Subject: Add a Departmental Human Resources Analyst II in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25656 to add one (1) Departmental Human Resources Analyst II (ARTA)(unrepresented) position at salary plan and grade B85 1631 (\$6,873 - \$9,211) in the Employment and Human Services Department, Administrative Services Bureau.

FISCAL IMPACT:

Upon approval of this position, the total cost for salary and benefits will increase by \$85,622 this fiscal year, including \$25,815 increase in pension cost. The position will be funded 58% by Federal revenue, 36% by State revenue, and 6% of county cost.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/15/2020** ☒ 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: December 15, 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

The Employment and Human Services Department (EHSD) is requesting to add a
Departmental

BACKGROUND: (CONT'D)

Human Resources Analyst II (DHRA II) position to the Personnel unit in the Administrative Services Bureau. Adding an additional DHRA II is consistent with the recommendations provided by CPS HR commissioned by the County's HR Department to study and provide guidance for the staffing needs and levels of the Personnel units of the Employment and Human Services Department and the Health Services Department. In its final report CPS HR recommended adding a full-time Departmental HR Analyst to EHSD to ensure effectiveness.

The new DHRA II will be a generalist. However, this position will work closely with the Leaves Administration Team as well as handle generalist assignments and provide back up for the rest of the analyst. This will significantly improve the productivity of the Personnel unit, will aid in the timely and efficient completion of work assignments, as well it will provide for more stability within the unit.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the recommended Departmental Human Resources Analyst II position will continue to negatively impact the staffing stability of EHSD.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

AIR 42850 budget

AIR 42850_P300 25656 - Add DHRA II_BOS 12.15.20