



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Interim Human Resources Director  
Date: October 20, 2020

Subject: Add 1 Lead Human Resources Analyst and 1 Human Resources Analyst position and Cancel 4 vacant Clerk Senior Level positions in the HR Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25634 to add one (1) Lead Human Resources Analyst (AGNA) (unrepresented) at salary plan and grade B85 1080 (\$7,956 - \$10,662) and one (1) Human Resources Analyst (AGTF) (unrepresented) at salary plan and grade B85 1138 (\$6,873-\$9,210); cancel four (4) Vacant Clerk - Senior Level (JWXC) (represented) position numbers (102, 104, 106, 215) at salary plan and grade 3RX 1033 (\$3,649 - \$4,660) in the Human Resources Department - Personnel Services Division.

**FISCAL IMPACT:**

This action will result in annual salary savings of approximately \$66,000.

**BACKGROUND:**

The Human Resources Department has been working towards the goal to deliver employment assessments to fill Merit System classifications across the County through online and technology driven processes for the past three years. Covid-19 has accelerated the Department's implementation of computer-based testing, and necessitated the use of video-based remote interview processes. Additionally, with the move to the new Administration Building, all 4 Divisions of Human Resources share a single floor. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/20/2020** ☒ 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 20, 2020

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

By: June McHuen, Deputy

Contact: Tina Pruett,  
925-655-2179

cc:

vacant clerical positions in the Personnel Services Division previously were responsible for reception and front counter service duties, proctoring in-person administration of exams and structured interview panels, data entering scores, printing hard copy examination materials, and other related clerical tasks. Through software integrations and changing business practices, we no longer have a need for the clerical support work that these positions were performing in the Personnel Services Division.

Additionally, the Human Resources Department has been working towards a strategic goal to increase capacity to deliver organizational development, training, and process improvement services Countywide. In early 2019 the classification of Lead Human Resources Analyst was established, and the Human Resources Analyst classification was updated to include these duties within the scope of responsibilities for both classifications. Some of the key responsibilities for these positions will include:

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### BACKGROUND: (CONT'D)

Completing the transition of the Building A High Trust Workplace Program from vendor provided training to County staff delivered training, and ensuring access to the training for all County Employees.

- Developing a leadership development academy to help build our future leaders within the current County workforce and enhance succession planning capacity.
- Developing and delivering a New Supervisors/New Managers “Boot Camp” to ensure staff hired or promoted into a leadership role for the first time have training on how to move from individual contributor to being responsible for the work of others.
- Establishing apprenticeship and internship programs in partnership with local trade schools, community colleges and community-based organizations to build talent pipelines in hard to recruit fields.
- Building capacity for process improvement work to assist departments without such expertise to look critically at their work processes and identify opportunities to streamline and optimize the work.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Human Resources Department will not have the appropriate staffing structure needed to meet it's strategic operational goals.

### ATTACHMENTS

AIR 43282\_P300 25634-Add LeadHR Analyst and Cancel 4 Clerk positions\_BOS 10.20.20