



**Contra
Costa
County**

To: Board of Supervisors
From: Ann Elliott, Interim Human Resources Director
Date: February 2, 2021

Subject: Re-title the classification of ADA Manager and Reallocate the Salary

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25683 to re-title the ADA Manager (AJGA) (unrepresented) classification to ADA Program Manager (AJGA) (unrepresented); reallocate the salary from Salary Plan and Grade B85 1732 (\$8,769 - \$11,191) to Salary Plan and Grade B85 1732 (\$9,383 - \$11,975) in the Human Resources Department.

FISCAL IMPACT:

Total annual cost would be \$12,080 (including approximately \$2,000 of pension costs).
100% General Fund.

BACKGROUND:

In 2019 the Americans with Disabilities Act (ADA) Manager position and function transferred from the Risk Management Department to Human Resources. The position was initially filled in January 2020, however the incumbent retired in December 2020. During the exit interview process we received feedback that the job expectations were not aligned with the class specification, and as such Human Resources staff have made changes to the class specifications to more closely align the description with what is needed from this role. As a result, the position has been retitled to ADA Program Manager, and the job

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/02/2021** ☒ 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: February 2, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Tina Pruett (925)
655-2179

specification has been updated to more clearly communicate that

BACKGROUND: (CONT'D)

this role is more focused on policy, process, training, and guidance for Departmental ADA Coordinators, and not the day to day administration of an ADA Accommodation process. Following the update of the job description, a salary study was completed, and a reallocation was suggested in order to provide a salary commensurate with the responsibilities of the position.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the County will have difficulty attracting and retaining highly qualified candidates to perform this critical and legally mandated work.

ATTACHMENTS

P300 25683 AIR 44428 ADA Manager