



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 2, 2021

Subject: APPOINTMENT OF DIRECTOR OF HUMAN RESOURCES - EXEMPT - ANN E. ELLIOTT

RECOMMENDATION(S):

RECOGNIZE appointment of Ann E. Elliott to position of Director of Human Resources-Exempt at Step 2 of the salary range, effective March 1, 2021, including all benefits as provided in the current Management Resolution applicable to the position of Director of Human Resources-Exempt.

FISCAL IMPACT:

The estimated annual County cost for the Director of Human Resources-Exempt position is \$297,000 of which \$57,000 is pension costs. The estimated cost for the four months remaining in fiscal year 2020/2021 is \$99,000, of which \$18,000 is pension cost. All costs are budgeted in the General Fund within the Human Resources Department operating budget.

BACKGROUND:

In mid-2020, Director of Human Resources Dianne Dinsmore informed the County Administrator that she would be retiring effective September 30, 2020. The County contracted with Peckham & McKenney to conduct the recruitment to fill the vacancy. On October 5, 2020, the recruitment for a new Director of Human Resources commenced.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/02/2021** ☒ 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: March 2, 2021

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

Contact: Lisa Driscoll, County
Finance Director (925) 335-1023

By: June McHuen, Deputy

Peckham & McKenney advertised the position nationwide. Ads were placed with appropriate industry publications and websites. Invitations and recruitment brochures were sent via traditional and electronic mail to 300-400 potential candidates targeted by the executive search firm.

BACKGROUND: (CONT'D)

The six week recruitment garnered 62 applications. With the assistance of Peckham & McKenney, the applications were screened and seven (7) semi-finalists were forwarded to the County Interview Panel on December 1, 2020 and interviewed on December 9, 2020. The County Interview Panel was comprised of Joe Angelo, Alameda County Human Resources Director; Timothy Ewell, Chief Assistant County Administrator; Lisa Driscoll, County Finance Director; and Kathy Ito, President, KMI Human Resources Consulting, Inc.

Following a series of interviews, Ann Elliott was selected by the County Administrator for the position.

Ms. Elliott holds a Master of Science, Management degree from Indiana Wesleyan University and a Bachelor of Arts, Behavioral Science and Psychology from Cedarville University. She has served as interim Human Resources Director since October, 2020, and Human Resources Manager since the classification was established in 2017. Ms. Elliott has worked for the Contra Costa County Human Resources Department since 2015 and has a reputation of having an understanding of the responsibilities of human resources management and the value human resources can contribute to an employer. As Interim Human Resources Director, she has continued working towards establishing positive and cooperative interactions with all departments and actively seeking opportunities to improve accuracy and efficiency with modern technological solutions. Throughout her career, she has demonstrated her ability to work collaboratively. As the incumbent, Ms. Elliott is qualified to continue to improving customer service, effectiveness, and outcomes of the Human Resources Department.