



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: October 12, 2021

Subject: Reclassify two Disability Benefit Coordinator positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25701 to reclassify two (2) Disability Benefits Coordinator (VATC) (represented) positions, position #18257 (vacant), and position #12183 and its incumbent, from salary plan and grade level ZB5-1631 (\$6,812 - \$8,280) to Departmental Human Resources Analyst II (ARTA) (unrepresented) at salary plan and grade level B85 1631 (\$7,079 - \$9,487) in the Health Services Department.

FISCAL IMPACT:

This request has an annual cost increase of approximately \$78,506 with pension costs of \$10,898 already included. It is funded entirely by Hospital Enterprise Fund I.

BACKGROUND:

The classification of Disability Benefits Coordinator was established in 2003 as a single position allocated to the Health Services Department. The position is responsible for overseeing the Leaves of Absence, Family Medical Leave, Americans With Disabilities Act and modified duty assignments, reviewing worker's compensation claims to ensure timely case management, and acting as the liaison to the County's Risk Management. As the largest department, the caseload

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/12/2021** ☒ 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: October 12, 2021

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,
(925) 957-5240

BACKGROUND: (CONT'D)

is consistently heavy, from 700-1400 cases at all times, which cannot be sustained with just one position. The Department recently added another position to support this function. However, other departments utilize the classification of Departmental Human Resources Analyst II in this same role.

Multiple desk audits were completed by the Human Resources Department from May 2021 through August 2021 to analyze both the Disability Benefits Coordinator and the Departmental Human Resources Analyst II classifications. The duties performed by the Disability Benefits Coordinator align with those of the Departmental Human Resources Analyst II. Departmental Human Resources Analysts can work in a generalist or specialized capacity, depending on the needs and the size of the department.

Departmental Human Resources Analysts, who are generalists, typically spend 30% – 70% of their time on Leave Administration duties. Within the Employment and Human Services Department, a Departmental Human Resources Analyst II specializes in Leave Administration and spends 100% of their time devoted to the associated tasks. Based on the information in the PDQ and the desk audits, HR recommends the positions be reclassified to a Departmental Human Resources Analyst II. This will align the Health Services Department with the rest of the County, create parity, and assist in retaining qualified staff.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not be able to retain qualified staff or recruit qualified candidates which will negatively impact the leave processing of approximately 5800 employees within the Health Services Department.

ATTACHMENTS

P300 No. 25701 HSD