



**Contra
Costa
County**

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: April 20, 2021

Subject: Reallocate the salary for Departmental Human Resources Supervisor

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25718 to reallocate the salary on the salary schedule for the Departmental Human Resources Supervisor (APFB) (unrepresented) from Salary Plan and Grade B85 1012 (\$7,285 - \$9,763) to Salary Plan and Grade B85 1876 (\$8,845 - \$10,752) as recommended by the Director of Human Resources - Exempt .

FISCAL IMPACT:

Approval of this action would result in annual salary and benefit cost increases of approximately \$19,849, of which \$9,205 are pension costs, in each of both the Health Services (100% Hospital Enterprise Fund I) and Employment and Human Services (58% Federal, 36% State, 6% County) departments. The total cost for both departments is approximately \$39,698. Since both positions have been vacant in the current fiscal year, there are current cost savings. Due to the remaining time in the current fiscal year and the recruitment, selection, and onboarding processes, salary and benefit costs may not be realized until fiscal year 2021-22.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/20/2021** ☒ 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: April 20, 2021

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

By: June McHuen, Deputy

Contact: Elizabeth Loud (925)
655-2115

The position of Departmental

BACKGROUND: (CONT'D)

Human Resources Supervisor was created on October 13, 2020 following a study conducted by CPS HR Consulting of the staffing needs of the personnel units in both the Employment and Human Services Department (EHSD), and in the Health Services Department (HSD). This study was completed over a two-year period and included a recommendation that the County “should add a first line supervisor position to assist in the day to day management of staff. This will allow the Departmental Personnel Officer to focus on the programmatic requirements that have been delegated as unmet work requirements and management oversight of the division, and provide guidance in the Personnel arena at the departmental level, while providing a position that can focus on appropriate work distribution and supervisory guidance in addition to helping the current supervisor with backlogged projects/requirements and assist with running the day to day operation of the Personnel Division.” Both EHSD and HSD have vacant positions that need to be filled in order to properly support the departmental HR functions. At the time that this classification was established, the salary allocation was based solely on internal salary structures, and set at a rate that would not result in requiring analysis of other salaries within the job family.

A recruitment was conducted but failed to produce any viable candidates despite targeted outreach and an extension of the final filing date. Human Resources' outreach included candidates in other surrounding public agencies that have the requisite experience to be successful in this role. Many of these candidates declined to apply, and when asked for feedback on why, the general response from candidates who chose not to apply was that the salary would be a significant pay decrease from their current roles. A subsequent market study was conducted and the findings support this salary reallocation.

CONSEQUENCE OF NEGATIVE ACTION:

If this salary reallocation is not approved, both departments will continue to have difficulty filling this critical position.

ATTACHMENTS

P300