



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: April 20, 2021

Subject: Ordinance No. 2021-14 Retitle Departmental Personnel Officer - Exempt and establish Departmental Human Resources Officer II - Exempt

**RECOMMENDATION(S):**

INTRODUCE Ordinance No. 2021-14 amending the County Ordinance Code to retitle the classification of Departmental Personnel Officer - Exempt to the new title of Departmental Human Resources Officer I - Exempt and exclude from the merit system the new classification of Departmental Human Resources Officer II - Exempt in the list of classifications excluded from the merit system, WAIVE READING and FIX April 27, 2021, for adoption.

**FISCAL IMPACT:**

No fiscal impact

**BACKGROUND:**

The exempt classification of Departmental Personnel Officer was created on December 11, 2018. Since the establishment of the classification, positions have been added in four County departments: Employment and Human Services (EHSD), Health Services Department (HSD), Public Works, and the Library. The positions in

☒ 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: Tina Pruett (925)  
655-2179

cc:

## BACKGROUND: (CONT'D)

EHSD and HSD manage teams that serve the two largest departments in the County. The scope of responsibility is greater than the positions in smaller departments with less complicated needs. Additionally, HSD is the only County department with delegated authority to conduct recruitments for classifications that exist only within that department.

Contra Costa County Human Resources Department contracted with CPS HR Consulting to conduct a study of the staffing needs of the personnel units in both EHSD and 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." The expectation will be that this lead department HR position will provide greater leadership and effectiveness and accountability for accuracy in all functions of the departmental human resource function. Both EHSD and HSD have vacant positions in the Departmental Human Resources Supervisor classification that need to be filled in order to properly support the departmental HR functions. At the time that the supervisor classification was established, the salary allocation was based solely on internal salary structures, and established at a rate that would not result in requiring analysis of other salaries within the job family. Following a failed recruitment, and feedback from candidates who declined to apply, Human Resources conducted a salary survey for the Departmental HR Supervisor. The results of that salary survey supported a reallocation that would have created compaction between the Departmental Human Resources Supervisor and the Personnel Officer classification.

As a result, Human Resources is recommending that the Departmental Personnel Officer classification be retitled to Departmental Human Resources Officer I, and establish the new classification of Departmental Human Resources Officer II. Departmental Human Resources Officer II will be restricted for use as single incumbent positions in EHSD and HSD only. This change will also address the disparity between the smaller departments and larger departments use of a single job classification as described above.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved the impacted departments will not have the appropriate classification structure.

## ATTACHMENTS

Ordinance No. 2021-14