



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: February 1, 2022

Subject: Retitle Leave & ACA Administrator to Leave Program Manager and reallocate on the salary schedule

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution Number 25889 to retitle the Leave and ACA Administrator to Leave Program Manager; reallocate on the salary schedule to salary plan and grade B85 1732 (\$10,147.77 -\$12,334.68); convert plan and grade B85 1732 to 5 steps instead of 6; place incumbent (employee #82844) at the new step 2 and reset anniversary date to 2/1/2023.

FISCAL IMPACT:

The total annual cost of this action would be \$3,437 and would include pension costs of \$766.

BACKGROUND:

The Leave & ACA Administrator job class was created in 2016 with two primary goals. First, department staff needed support in understanding the complexities of state and federal leave laws such as Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and other leave compliance requirements. The second goal was to develop the County's federal reporting protocols for the newly implemented Affordable Care Act (ACA).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/01/2022** ☒ 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 1, 2022

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

By: June McHuen, Deputy

Contact: Ann Elliott,
925-655-2147

cc:

Since 2016 the role of the

BACKGROUND: (CONT'D)

Leave & ACA Administrator continues to expand. The employee count is growing, and departments are seeing leave of absence rates steadily increasing. This role is responsible for developing the County leave program, forms, template communication documents and ongoing training. The leave laws are changing every year and the County program needs to be frequently updated to remain compliant. Within the last two years further complexity emerged due to state and federal COVID leave programs. Departments often require direct consultation to support them in meeting their obligations to avoid errors that could lead to litigation. Having a consistent, organized, approach provides much needed support to everyone involved.

The ACA process is now stable and requires less direct intervention while the leave challenges continue to multiply. To reflect this evolution in responsibilities, the Leave & ACA Administrator job classification will be retitled to Leave Program Manager. This new title is consistent with the ADA Program Manager classification which recently moved from Risk Management to Human Resources with similar countywide scope, complexity, and impact. The salary plan and grade for the Leave Program Manager will be reallocated to B85 1732 matching the existing plan and grade of the ADA Program Manager.

These changes are necessary to acknowledge the critical nature of this work and create an appropriate pay range for the class.

CONSEQUENCE OF NEGATIVE ACTION:

The County will have difficulty with retaining qualified staff in this position.

ATTACHMENTS

P300 25889