



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: March 29, 2022

Subject: Cancel one Labor Relations Assistant position, and add one Labor Relations Analyst in the County Administrator's Office.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25920 to cancel one Labor Relations Assistant (AD7C) (unrepresented) position, and add one Labor Relations Analyst I (ADSI) (unrepresented) County Administrator's Office; appoint incumbent employee No. 88939 to the new position from the eligible list.

**FISCAL IMPACT:**

The classification works in the labor relations unit of the County Administrator's Office and is charged out to operating departments through the County Cost Plan. The estimated cost impact for FY 2021-22 is \$3,650.

**BACKGROUND:**

The Labor Relations Unit of the County Administrator's Office is responsible for County wide labor relations activities, including MOU negotiations, administering provisions of Memoranda of Understanding, assisting in the resolution of grievances and disciplinary matters, and providing assistance and advice in interpretation and application of labor relations policies and procedures to operating department personnel.

☐ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/29/2022** ☒ 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: March 29, 2022

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

By: June McHuen, Deputy

Contact: David Sanford,  
925-655-2070



## BACKGROUND: (CONT'D)

The unit previously downgraded a Labor Relations Analyst vacancy to Labor Relations Assistant due to the operating needs at that time. However, with negotiations starting with most of the labor unions, the unit's needs have changed again. Due to a recent retirement, the unit had another vacancy, and recruitments were posted at both the I and II levels in the Labor Relations Analyst series. The unit intends to fill the vacancy created from the retirement with the Labor Relations Analyst II eligible list. The incumbent in the Labor Relations Assistant position being eliminated was successful in the merit system recruitment process, and was placed on the eligible list for Labor Relations Analyst I. By canceling the Labor Relations Assistant and adding a Labor Relations Analyst I, the unit will be able to promote the incumbent as a result of the merit system recruitment process, while restoring the Labor Relations Unit staffing to the level necessary to meet the current demands.

## CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the unit will not have the appropriate staffing levels to meet their business needs.

## ATTACHMENTS

P300