



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: May 17, 2022

Subject: Reallocate salaries in various Departmental Human Resources classifications

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution Number 25949 reallocating Departmental Human Resources Analyst II (ARTA) (unrepresented) on the salary schedule from B85 1631 to plan and grade B85 1138, add two steps for a 9-step range (\$7,079-\$10,459.25); leave all employees in the step that equals current compensation rate; reallocate the salary for Departmental Human Resources Supervisor (APFB) and Departmental Human Resources Officer I - Exempt (APG1) (both unrepresented) salary plan and grade B85 1876 (\$9,111.08-\$11,074.57) to (\$9,551.58-\$11,610.00); reallocate the salary for Departmental Human Resources Officer II - Exempt (APG2) (unrepresented) from salary plan and grade B85 1877 (\$9,748.85-\$11,849.79) to (\$10,567-\$12,845.00), as recommended by the Director of Human Resources.

**FISCAL IMPACT:**

Upon approval, this action will result in approximate annual salary and benefit cost increases totaling \$102,692, which includes \$28,696 in pension cost. Current year impacts will be approximately \$6,582. The increased salary and benefit costs will be fully funded by the departments with staff in Departmental Human Resources Analyst II positions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/17/2022** ☒ 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: May 17, 2022

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

By: June McHuen, Deputy

Contact: Tina Pruett,  
925-655-2179

cc:

## BACKGROUND:

The Departmental Human Resources Analyst II classification supports employee relations, leave and disability administration, recruitment, classification and compensation, and other human resources operations needs in medium and large County departments. Since June 2021, Human Resources has conducted 6 recruitments to fill classes in the Departmental Human Resources Analyst series. The two largest County departments, Health Services and Employment and Human Services have each had at least two vacancies in the Departmental Human Resources Analyst II classification for nearly a year. While some positions have been filled through those recruitments, we now have more vacancies than we did when the first recruitment opened. In Health Services the current vacancies represent 50% of the full time positions assigned to employee relations, while EHSD is nearing an anticipated 50% vacancy rate in positions that operate as generalists due to an upcoming retirement.

The reallocation of the salary for the Departmental Human Resources Analyst II creates salary compaction between the Departmental Human Resources Supervisor and Departmental Human Resources Officer I & II classifications. As such, a salary study was conducted on all three higher level classifications, and it was found that they are also below market. By bringing the salary for these classifications to market, it corrects the compaction issue created by addressing the analyst level.

## CONSEQUENCE OF NEGATIVE ACTION:

County departments will continue to experience significant difficulty in recruiting and retaining the Human Resources staff needed to support employee relations, leave and disability administration, and other key human resources operations functions. Without adequate staffing in those roles, the County will have difficulty in addressing workplace issues and meeting legal obligations under various employment and labor laws.

## ATTACHMENTS

P300 25949