



**Contra
Costa
County**

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: June 7, 2022

Subject: Update Salary Steps for Two Incumbent Information Systems Division Director- Exempt

RECOMMENDATION(S):

Amend Position Adjustment Resolution No. 25926 to move the incumbents, to the appropriate merit step after a salary reallocation for the Information Systems Director – Exempt (LTD1) (unrepresented). Reallocate employee no. 74215 to step five (\$14,724 per month) and employee no. 91411 to step 3 (\$13,355 per month).

FISCAL IMPACT:

Upon approval, this action will cost \$2,859 this fiscal year. The annual cost was approved by the previous board order reallocating the salary. This cost is funded by charges through the user departments.

BACKGROUND:

The Department of Information Technology (DoIT) had difficulty recruiting and retaining qualified Information Systems Division Directors in a large part due to non-competitive compensation. To mitigate this issue, the Board approved Position Adjustment Resolution 25926 on April 12, 2022, to reallocate the salaries of the Information Systems Division Director. The salary scale went from seven steps to five steps. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/07/2022** ☒ 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: June 7, 2022

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

By: June McHuen, Deputy

Contact: Sarah Bunnell,
925-608-4023

cc:

BACKGROUND: (CONT'D)

County Salary Regulations has language in section 4.8 – Salary Reallocation that prescribes that when the salary of a position is reallocated from a five-step to a three-step range, or vice versa, that employees will be placed at the step in the new range that is same ratio of step placement to top step before the range was reallocated. The Salary Regulations were adopted in 1970, and this section has not been revised. Subsequently, the County has adopted salary ranges with more than five steps. This Board action will apply the same logic prescribed in the salary regulations to this situation. However, since the regulations specifically reference three-step and five-step ranges, a Board action is necessary to authorize Human Resources to place these employees at the steps that follow the logic of the Salary Regulations. Due to an administrative oversight, this was not included in the April 12th board order.

DoIT is requesting that the current incumbents of the Information Systems Division Directors- Exempt classifications be allocated at the steps closest to their previous steps effective June 1, 2022. Employee number 74215 would move to step five, \$14,72 per month. Employee number 91411 would move to step three, \$13,355 per month.

CONSEQUENCE OF NEGATIVE ACTION:

If this action were not approved by the board, the Department of Information Technology will continue to have difficulty retaining experienced employees.

ATTACHMENTS

P300 25926 amended