



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: June 21, 2022

Subject: Reallocate the salaries for various unrepresented classifications in the Department of Human Resources

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### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25973 to reallocate the salaries of the following unrepresented classifications: Principal Human Resources Analyst (AGNA) from the seven step salary plan and grade B85 1080 (\$8,195.09 - \$10,982.21) to a revised five step plan and grade (\$9661.82-\$11,744.00), place EE#'s 88256, 88327, and 82358 at the new step 4, reset anniversary date for EE#82358 to July 1, 2023, place EE#87786 at new step 1; Human Resources Supervisor (AGDE) from the seven step salary plan and grade B85 1821 (\$8504.48-\$11,396.82) to a revised five step plan and grade (\$10,386.17-\$12,624.45), place EE#'s 71979 and 72237 at the new step 4; Human Resources Manager-Exempt (AGD4) from the seven step plan and grade B85 1006 (\$10,344.87-\$13,863.12) to a revised five step plan and grade (\$12,671.26-\$15,402.00) and place EE#86303 at new step 4, and place EE#90956 at the new step 1 and reset the anniversary date to July 1, 2023; Assistant Director of Human Resources-Exempt (ADB1) from the seven step salary plan and grade B85 2091 (\$10,746.28-\$14,401.03) to a revised five step salary plan and grade (\$13,521.16-\$16,435.00).

### **FISCAL IMPACT:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** ☒ 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 21, 2022

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

By: June McHuen, Deputy

Contact: Tina Pruett, 655-2179

cc:

The action will result in an annual cost of estimated cost of \$57,165, including increased pension costs of \$10,234. Costs will be funded 69% by the General Fund and 31% by Benefits Administration Fee.

## BACKGROUND:

The Principal Human Resources Analyst class is a working supervisor with responsibility for a team of professional analytical and technical Human Resources staff. Human Resources has four Principal Human Resources Analysts, three of which are responsible for leading teams focused primarily on Countywide merit-system recruitment, the development of pre-employment examinations and assessments, classification and organizational design analysis and recommendations, researching and recommending compensation rates, while the fourth is responsible for leading the County's Professional and Organizational Development team. The Principal Human Resources Analysts are critical to the selection, training, and supervision of HR staff for their respective teams. The work that these teams perform is complex in nature with a significant Countywide impact. Recruitment and retention are areas of particular concern with regards to these roles. The County filled one vacancy through an internal promotion in 2021, and that employee was the only qualified and viable candidate of the two that made it to the eligible list. An additional vacancy in early 2022 resulted in a failed recruitment, however the County was fortunate enough to rehire the employee who resigned. A comprehensive market salary study was conducted and it was found that the salary for this classification is 6.94% below the market average of the County's standard comparable agencies.

The reallocation of the Principal Human Resources Analyst further compounds an existing salary compaction with the Human Resources Supervisor. The Human Resources Supervisor was not reallocated in 2019 when the Principal Human Resources Analyst class was established due to budgetary constraints and a lack of retention concerns at that time. However, the current salaries are only 4% different. A comprehensive market salary study was conducted for the Human Resources Supervisor, and found that the salary for that classification is 10.77% below the market average of the County's comparable agencies. Bringing this salary to market will correct the existing compaction issue and ensure that the County remains in line with the salary market.

The reallocation of the Human Resources Manager is necessary to maintain the current salary difference between the Human Resources Supervisor and the Human Resources Manager. The latter of which are responsible for the independent management of a major division of the Human Resources Department. The Assistant Director of Human Resources classification has been vacant since 2017 when the position was exchanged for a Human Resources Manager position for the Personnel Services Division. Although not currently in use, keeping the salary range in line with other HR management classes avoids a situation where the Human Resources Manager classification is compensated at a rate higher than the Assistant Director salary, and benchmarks the salary to the comparable roles in other Counties should the Department and County decide to reinstate the Assistant Director of Human Resources classification at a later date.

## CONSEQUENCE OF NEGATIVE ACTION:

Salaries will not be competitive in the market and the compaction between classifications will remain.

## ATTACHMENTS

P300 No. 25973

P300 No. 25973 Attachment