



**Contra
Costa
County**

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: September 20, 2022

Subject: Reallocate salaries for various Human Resources Classifications

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26031 reallocating Human Resources Analyst (AGTF) (unrepresented) and the Employee Benefits Analyst (AGVG) (unrepresented) classifications on the salary schedule at salary plan and grade B85 1631 (\$7,433 - \$10,982); all incumbent employees in these classes remain in the step that equals current compensation rate, as recommended by the Director of Human Resources.

FISCAL IMPACT:

This action will result in an annual salary and benefit cost increase totaling approximately \$151,315, which includes \$28.793 in pension cost. There is no fiscal impact in the current fiscal year 2022-23. (100% General Fund)

BACKGROUND:

The Human Resources Analyst (HR Analyst) classification supports county departments in conducting job analysis, recruitment, developing and administering pre-employment tests, performance test administration, conducting classification and compensation analysis, desk audits, and classification revisions. Seven HR Analysts provide oversight and support to all 27 County departments. The Employee Benefits Analyst role falls into two categories. One

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/20/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Diane Burgis, District III
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: September 20, 2022

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

By: June McHuen, Deputy

Contact: Ann Elliott, (925)
655-2147

supports the county

BACKGROUND: (CONT'D)

benefits plans, such as medical, dental, vision, life insurance through annual open enrollment, conducting RFPs, contract administration, coordination of benefits events and monthly facilitation of HR trust funds as well as providing staff support to the Joint Labor Management Benefits Committee (JLMBC) and the 457 Deferred Compensation Committee. The second Benefits Analyst works with the ADA Program Manager and the Leave Program Manager to support and train all departments in maintaining compliance with applicable state and federal laws for these program.

Since June 2021, Human Resources has conducted 6 recruitments to fill vacancies. While some positions have been filled through those recruitments, there are now more vacancies than when the first recruitment opened. Retention has been an ongoing challenge.

A salary study was conducted and it was found that Human Resource Analyst and Employee Benefits Analyst classifications were below market. By bringing the salary for these classifications to market, it allows the County to offer a salary level in line with our comparator agencies.

CONSEQUENCE OF NEGATIVE ACTION:

Human Resources will continue to experience significant difficulty in recruiting and retaining staff needed to support all county departments in conducting job analysis, recruitments, developing and administering pre-employment test, performance test administration, conducting classification and compensation analysis, desk audits, and classification revisions. Without adequate staffing in those roles, the Human Resources department will not have adequate support to provide all County agencies.

ATTACHMENTS

P300 26031 Air 50957 Reallocate Salaries In HR