



**Contra  
Costa  
County**

To: Board of Supervisors

From: Karen Caoile, Director of Risk Management

Date: February 28, 2023

Subject: Reallocate the Salary of Assistant Risk Manager Classification

**RECOMMENDATION(S):**

ADOPT Position Resolution No. 26086 to reallocate the salary of Assistant Risk Manager (AJDP) (unrepresented) from seven step salary plan and grade B85 1804 (\$8,492.47 – \$11,380.72) to five step salary plan and grade B85 1804 (\$9,362.95 - \$11,380.73) and place employee #86865 (Position #6419) at the new step one in the Risk Management Department.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Risk Management Department has had difficulty recruiting and retaining qualified Assistant Risk Managers in a large part due to non-competitive compensation. Market conditions have increased salaries across all employment sectors and has made it increasingly more difficult to recruit and retain experienced professionals in risk management. To proactively mitigate an increasingly more competitive market of qualified job candidates, the department seeks to reallocate the salary schedule of the Assistant Risk Manager classification to provide a more attractive and competitive compensation structure

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/28/2023** ☒ 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  
Ken Carlson, 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: February 28, 2023

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

By: June McHuen, Deputy

Contact: Karen Caoile, (925)  
335-1400

cc: Sharon Brown

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### BACKGROUND: (CONT'D)

quality candidates to the County Risk Management Department. The proposed change will reduce the salary range from seven steps to five steps via the removal of the two lowest steps.

Additionally, Risk Management is requesting to place the incumbent Assistant Risk Manager at the new step one effective March 1, 2023. Employee number 86865 would remain at step one of the range with an effective salary increase from \$8,492.47 to \$9,362.95 per month.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Risk Management Department will continue to have difficulty recruiting qualified candidates, as well as retaining experienced employees, leaving the department understaffed to meet service and management needs.

### ATTACHMENTS

52353\_P300 26086

AIR 52353\_P300 26086\_Reallocate Salary.