



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: February 28, 2023

Subject: Adjusting the Salary and Title of the Labor Relations Assistant position in the County Administrator's Office.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26117 to retitle and reallocate the salary for the Labor Relations Assistant (AD7C) (unrepresented) classification to Labor Relations Technician from the six step salary plan and grade B85 1106 (\$5,196.96 – \$6,632.78) to a revised five step salary plan and grade \$5,729.65 - \$6,964.42, and place current incumbent (EE# 88238) at the new step 2 to maintain current salary in the County Administrator's Office.

FISCAL IMPACT:

Upon approval, the cost of reallocating the salary of the Labor Relations Assistant classification will result in an increase in the net county cost of \$10,106 annually, which includes \$1,426 of pension costs. The increased cost will be absorbed by the County Administrator's Office, Labor Relations Division.

BACKGROUND:

☐ 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: David Sanford
925.655.2070

cc:

The Labor Relations Assistant classification is critical in providing services in Contra Costa County by assisting in the

BACKGROUND: (CONT'D)

day-to-day operation of the County's employer-employee labor relations program. The recommended salary reallocation will align the newly retitled Labor Relations Technician classification with the Human Resources Technician and Personnel Technician classifications. The re-title and reallocation of this position will help to align this classification to other technician-level classifications in the County and will help address recruitment and retention issues in the Labor Relations Unit.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to retitle and reallocate the salary of the Labor Relations Assistant classification will result in improper salary and benefits for the position.

ATTACHMENTS

AIR 52452_P300 26117- Retitle-Reallocate salary of Labor Relations Assistant_BOS 2.28.23.docx