

Revisions to Administrative Bulletin 400 “Position Management and Adjustments”

Presentation to the Internal Operations Committee

County Administrator’s Office

December 9, 2024





Presentation Agenda

1. Introduction
2. Policy Background and Intent of Revisions
3. Summary of County Departments' Feedback
4. Summary of Policy Revisions and Approval Processes
5. Next Steps
6. Q&A



Introduction

Contra Costa County Ordinance Code -Chapter 24-4

24-4.008 County Administrator Duties

- Implement a system of county administrative bulletins
- Establish and enforce personnel policies and practices
- Make recommendations to the board of supervisors for additional personnel
- Apprise the board of financial impacts and compensation changes in the meet and confer process
- May delegate duties relating to personnel administration



Position Adjustment Policy Background

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 400.3
Date: 3-20-90
Section: Personnel

SUBJECT: Position Adjustment Requests

2022

Collective bargaining salary equity studies

2023

CAO Memo

- Freeze through June 30.
- July 1 – Nov. 28 midyear period
- New directive for adjustments through annual budget process
- Deletion of vacant unfunded positions

2024

Policy Revisions

- CAO, HR, and Labor staff
- Dept. Feedback
- Present to IOC
- Policy implementation



Intent of Position Adjustment Policy Revisions

1. Improve position adjustment policies and procedures
2. Merge all existing policies and memos, add position management expectations
3. Align adjustments with the annual budget development process
4. Allow exceptions for critical unforeseeable staffing needs
5. Reduce volume of midyear requests and impacts to HR workload
6. Establish efficient workflows and approvals
7. Minimize position adjustment processing times
8. Allow external support for extensive and timely studies
9. Update P300 Form – Rebranded as Position Adjustment Request (PAR) Form



County Departments' Feedback Received

1. Suggestions for additional definitions and requests for clarifying definitions.
2. Concerns with alignment to annual budget development process and limitations to midyear positions adjustments.
3. Requests for further midyear position adjustment exemptions.
4. Suggestions regarding processing timelines.
5. General clarifications.



Summary of Policy Revisions

Existing policy only outlines procedures for submitting a position adjustment resolution (P300).

1. Definitions (Section III) were created for consistent application of related terms and a shared understanding of position modification and adjustment actions and processes.

2. Policy (Section IV) language was created to address:
 - a. Countywide position management responsibilities
 - b. Conditions and timing of midyear position adjustments
 - c. Modernization of midyear adjustment procedures
 - d. Easy access to other personnel and position related admin bulletins



Changes to Approval Processes

1. Annual reconciliation of position changes to the BOS
 - a. Recently included in the Recommended Budget

2. Administrative processes for CAO delegated authority, with the exception of the following BOS approvals:
 - a. Net increase department's total position counts
 - b. Creating or retitling Exempt positions
 - c. Actions warrant modifications to the County's Ordinance Code
 - d. A position with an existing incumbent is requested for reclassification
 - e. Reallocation of the salary plan and grade for any classification



Next Steps:

1. Present to Internal Operations Committee - December 9
2. CAO issues final policy and PAR Form by end of December
3. Virtual training for departments in January
4. Ongoing policy review per CAO policy rotation review plan



Conclusion

Questions or feedback?



Thank you!