



97841

DATE: August 13, 2019

TO: Board of Supervisors

FROM: John P. Mills, Director, Employee Services Agency

SUBJECT: Director, Office of Veterans' Affairs Salary Adjustment

RECOMMENDED ACTION

Adoption of Salary Ordinance No. NS-5.20.09 amending Santa Clara County Salary Ordinance No. NS-5.20 relating to compensation of employees increasing the salary of the Director, Office of Veterans' Affairs by 17.5 percent.

- Action to Introduce and Preliminarily adopt on August 13, 2019; Roll Call Vote to waive reading, Roll Call Vote to adopt.
- Action for Final Adoption on August 27, 2019; Roll Call Vote to adopt.

FISCAL IMPLICATIONS

The additional cost to implement the recommended action for the remainder of FY 2019-20 is approximately \$26,000 and will be absorbed within the department's existing appropriation. The annualized cost is approximately \$33,000 and is subject to change when the FY 2020-21 benefit rates are updated.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

In anticipation of the need for another recruitment, Employee Services Agency-Executive Services was asked to look at the factors which may have influenced the unsuccessful outcome of the first recruitment. Included in the assessment process was a review of a) the classification standards; b) the recruitment base/applicant pool, and c) the compensation range.

The outcome of this review showed that the classification specification remains accurate and the recruitment did in fact reach the appropriate audience. The comparison of the salary with those of comparable positions both locally and in other counties was insufficient. In addition to the external survey, an internal survey was also conducted. Both surveys focused on managerial classifications that possess a similar level of specialized knowledge, duties and

responsibilities, and employment standards. This review resulted in the presentation of this recommendation to adjust the salary range by 17.5% from the current level of \$9,344.23-\$11,357.80 monthly to the proposed range of \$10,979.45 - \$13,345.45 monthly. The approval of this action would bolster the County's ability not only to attract highly qualified candidates but to secure their employment.

CHILD IMPACT

The recommended action will have no/neutral impact on children.

SENIOR IMPACT

The recommended action will have impact on seniors who are veterans of the United States Armed Forces and the various branches.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

In December 2018, the position of Director, Office of Veterans Affairs was vacated due to the incumbent accepting employment elsewhere. An exhaustive search was conducted to identify qualified candidates to fill this critical vacancy. The interview process began in April 2019 to evaluate the qualification of the candidates. The recruitment was successful in attracting some qualified candidates as was evidenced through the recruitment process. A candidate was identified who possessed considerable experience and whose background appeared to be a match for the needs of the County's veteran population. However, the employment offer was declined by the finalist. The contributing factors were the relocation from out of state and housing market in this area.

CONSEQUENCES OF NEGATIVE ACTION

The existing salary level for the Director, Office of Veterans Affairs may prove to be a further barrier in the County's attempt to successfully fill this position.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to send MinuteTraq notification of completed processing to Patricia Carrillo, Adrian Cudal, Jennifer Paredes-Fricano, and Barbara Olivares, Employee Services Agency.

ATTACHMENTS:

- NS-5.20.09 - ESA - Director, Office of Veterans' Affairs Salary Increase (PDF)