



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.21

MEETING DATE: 06/10/2025

DEPARTMENT: HUMAN RESOURCES

AGENDA ITEM PREPARER: Rose Justo

DEPT HEAD/DIRECTOR: Henie Ring

SUBJECT:

HUMAN RESOURCES - H. RING

Approve the updated compensation structure adjustment for the County Administrative Officer (CAO) classification, approve the removal of the existing A through G-Step pay scale for the CAO classification and adopt a flat annual salary of \$290,000.00, with an automatic 3% annual cost-of-living adjustment (COLA) every twelve (12) months for the term of the agreement, effective June 16, 2025. This adjustment aligns with the terms outlined in the newly approved County Administrative Officer employment agreement.

SBC FILE NUMBER: 630

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

On May 29, 2025, the Board of Supervisors approved an Employment Agreement between the County of San Benito and Esperanza Colio Warren for the position of County Administrative Officer (CAO), effective June 16, 2025. The agreement includes a salary that does not currently align with the existing salary schedule. To reconcile this discrepancy, the Board must update the CAO classification to reflect a flat annual salary of \$290,000, along with an automatic 3% cost-of-living adjustment (COLA) every twelve (12) months for the duration of the agreement.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

N/A

CONTRACT NEEDED FOR THIS ITEM:

N/A

RFP AND BID HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

101.15.1010.1000

CURRENT FY COST:

0

STAFF RECOMMENDATION:

Approve the updated compensation structure adjustment for the County Administrative Officer (CAO) classification, approve the removal of the existing A through G-Step pay scale for the CAO classification and adopt a flat annual salary of \$290,000.00, with an automatic 3% annual cost-of-living adjustment (COLA) every twelve (12) months for the term of the agreement, effective June 16, 2025. This adjustment aligns with the terms outlined in the newly approved County Administrative Officer employment agreement.

ATTACHMENTS:

[County Administrative Officer Salary
CAO Contract 2025](#)