



Lakeside Plaza Building
1401 Lakeside Drive, Suite 200
Oakland, CA 94612-4305
TDD: (510) 272-3703

Human Resource Services

December 22, 2016

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

- A. Adopt a Salary Ordinance amendment to establish the new job classification of Chief Deputy, Administration, General Services Agency in the General Services Agency (GSA), with salary administration criteria; and
- B. Adopt a Salary Ordinance amendment to establish the new job classification of Financial Services Director, ACSO, in the Alameda County Sheriff's Office (ACSO), with salary administration criteria.

Discussion/Findings:

We are recommending the new job classification of Job Code 0193EM, Chief Deputy, Administration, General Services Agency located in the General Services Agency. This is a single-position class reporting to the Director, GSA that serves as a member of the executive team and acts as the principal assistant to the Agency Director in administrative matters. The position has responsibility for administrative services, including Finance, Procurement, Information Systems, Child Care Services, and Office of Acquisition Polity (OAP), and may oversee various functional areas, programs, and services as assigned.

Additionally, we are recommending the new job classification of Job Code 6072EM, Financial Services Director, ACSO located in the Alameda County Sheriff's Office. This single-position class reports to the Division Commander of Administration, serves as a primary member of the Sheriff's Executive Management Team, and directs, coordinates, and oversees the fiscal operations of the Agency. This position is distinguished from the Administrative/Finance Services Manager by its responsibility for the direction and oversight of fiscal operations for the entire Agency whereas the Administrative/Finance Services Manager is a second-level manager who directs and oversees both administrative and financial services for a large County department.

Financing:

Appropriations for the establishment of the two new job classifications are included in the FY 2016-17 Approved Budget and there will be no increase in net County cost as a result of this action.

Very truly yours,

A handwritten signature in black ink that reads "Kathy Mount".

Kathy Mount, Interim Director
Human Resource Services

KM:vb

Z:\Board Letters 2017\01.10.17 Salary Ordinance Amendment_GSA_ACSO

Cc: CAO
Auditor-Controller
County Counsel
Director, General Services Agency
Sheriff

Approved as to Form
DONNA ZIEGLER, County Counsel

By Andrew J. Carter

O-2017-4

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2016 - 2017
ALAMEDA COUNTY SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following Job Codes, Titles and Salaries, to be effective January 29, 2017.

Item	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0193 EM	Chief Deputy, Administration, General Services Agency	4611.20				6435.20
6072 EM	Financial Services Director, ACSO	4643.20				5644.00

SECTION II

Article 3, of the County of Alameda Salary Ordinance is hereby amended by adding language to the following notes, to be effective January 29, 2017.

Section 3-11.9 Add "and Job Code 0193EM"

Section 3-17.36 Add "and Job Code 6072EM"

SECTION III

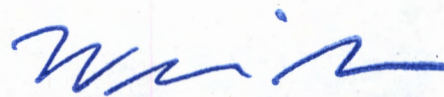
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 24th day of January, 2017, to wit:

AYES: Supervisors Carson, Haggerty, Miley, Valle & President Chan – 5

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File: 29922
Agenda No: 15
Document No: O-2017-4



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: R Bailey
Deputy

OAKLAND POST

This space for filing stamp only

360 14TH ST STE B05, OAKLAND, CA 94612
Telephone (510) 287-8211 / Fax (510) 287-8247

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description:
O-2017-4 Cheif Deputy, Administration, General Services Agency i

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the OAKLAND POST, a newspaper published in the English language and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of ALAMEDA, State of California, under date of 06/26/1964, Case No. 341227. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/08/2017

Executed on: 02/08/2017
At OAKLAND ,CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

CNS#: 2973526
O-2017-4

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
2016 - 2017
ALAMEDA COUNTY
SALARY ORDINANCE

The Board of Supervisors of the
County of Alameda ordains as
follows:

SECTION I

Article 1, Section 1-2,
Subsection 1-2.2 of the County
of Alameda Salary Ordinance is
hereby amended by the addition
thereto of the following Job
Codes, Titles and Salaries, to be
effective January 29, 2017.

Item

Title
STEP 01
STEP 02
STEP 03
STEP 04
STEP 05
0193
EM
Chief Deputy, Administration,
General Services Agency
4611.20

6435.20
6072
EM
Financial Services Director,
ACSO
4643.20

5644.00

SECTION II

Article 3, of the County of
Alameda Salary Ordinance is
hereby amended by adding
language to the following notes,
to be effective January 29, 2017.

Section 3-11.9 Add "and Job
Code 0193EM"

Section 3-17.36 Add "and Job
Code 6072EM"

SECTION III

This ordinance shall take effect
immediately, and before the
expiration of fifteen days after its
passage, shall be published with
the names of the members voting
for and against the same in the
Inter-City Express, a newspaper
published in the said County of
Alameda.

Adopted by the Board of
Supervisors of the County of
Alameda, State of California, on
January 24, 2017, by the
following called vote:

AYES: Supervisors Carson,
Chan, Miley, Valle & President
Haggerty - 5
NOES: None

EXCUSED: None

SCOTT HAGGERTY
President of the Board of
Supervisors
County of Alameda, State of
California

ATTEST: ANIKA CAMPBELL-
BELTON
Clerk of the Board of
Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County
Counsel

By: Andrea Carlise
2/8/17
CNS-2973526#
OAKLAND POST



Email * A 0 0 0 0 0 4 3 5 6 4 8 2 *

360 14TH ST STE B05, OAKLAND, CA 94612
Telephone (510) 287-8211 / Fax (510) 287-8247

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description:
O-2017-4 Cheif Deputy, Administration, General Services Agency i

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the EL MUNDO, a newspaper published in the English language in the city of , and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of ALAMEDA, State of California, under date of 06/26/1964, Case No. 341227. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/09/2017

Executed on: 02/09/2017
At OAKLAND ,CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Sonya Peacock

Signature

CNS#: 2973525
O-2017-4

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
2016 - 2017
ALAMEDA COUNTY
SALARY ORDINANCE

The Board of Supervisors of the
County of Alameda ordains as
follows:

SECTION I

Article 1, Section 1-2,
Subsection 1-2.2 of the County
of Alameda Salary Ordinance is
hereby amended by the addition
thereto of the following Job
Codes, Titles and Salaries, to be
effective January 29, 2017.

Item

Title
STEP 01
STEP 02
STEP 03
STEP 04
STEP 05
0193
EM
Chief Deputy, Administration,
General Services Agency
4611.20

6435.20
6072
EM
Financial Services Director,
ACSO
4643.20

5644.00

SECTION II

Article 3, of the County of
Alameda Salary Ordinance is
hereby amended by adding
language to the following notes,
to be effective January 29, 2017.

Section 3-11.9 Add "and Job
Code 0193EM"

Section 3-17.36 Add "and Job
Code 6072EM"

SECTION III

This ordinance shall take effect
immediately, and before the
expiration of fifteen days after its
passage, shall be published with
the names of the members voting
for and against the same in the
Inter-City Express, a newspaper
published in the said County of
Alameda.

Adopted by the Board of
Supervisors of the County of
Alameda, State of California, on
January 24, 2017, by the
following called vote:

AYES: Supervisors Carson,
Chan, Miley, Valle & President
Haggerty - 5
NOES: None

EXCUSED: None

SCOTT HAGGERTY
President of the Board of
Supervisors
County of Alameda, State of
California

ATTEST: ANIKA CAMPBELL-
BELTON
Clerk of the Board of
Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County
Counsel

By: Andrea Carlise
2/9/17
CNS-2973525#
EL MUNDO



THE INTER-CITY EXPRESS

~ SINCE 1909 ~

1109 OAK STREET STE 103, OAKLAND, CA 94607-4866
Telephone (510) 272-4747 / Fax (510) 465-1657

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description: O-2017-4 Chief Deputy, Administration, General Services
Agency i

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer and publisher of the INTER-CITY EXPRESS, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that the INTER-CITY EXPRESS is a newspaper of general circulation as defined by the laws of the State of California as determined by this Court's order, dated October 21, 1910, in the action entitled In the Matter of the Application of the INTER-CITY EXPRESS Publishing Company Establishing "THE INTER-CITY EXPRESS" To be a Newspaper of General Circulation, Case Number 33837, and as Amended November, 19, 1974. Said order, as amended, Orders that: "The INTER-CITY EXPRESS' is a newspaper of general circulation, as defined in Section 6000 et seq. of the Government Code, for the City of Oakland, the County of Alameda, and The State of California." Said order as amended has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/06/2017

Executed on: 02/06/2017
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Email

This space for filing stamp only

OK #: 2973524

O-2017-4

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2016 -
2017
ALAMEDA COUNTY
SALARY ORDINANCE

Clerk of the Board of Supervisors, County
of Alameda

Approved as to Form
DONNA R. ZIEGLER, County Counsel

By: Andrea Carlise
2/6/17

OK-2973524#

The Board of Supervisors of the County of
Alameda ordains as follows:

SECTION I

Article 1, Section 1-2, Subsection 1-2.2
of the County of Alameda Salary
Ordinance is hereby amended by the
addition thereto of the following Job
Codes, Titles and Salaries, to be effective
January 29, 2017.

Item

Title
STEP 01
STEP 02
STEP 03
STEP 04
STEP 05
0193
EM
Chief Deputy, Administration, General
Services Agency
4611.20

6435.20
6072
EM
Financial Services Director, ACSO
4643.20

5644.00

SECTION II

Article 3, of the County of Alameda
Salary Ordinance is hereby amended by
adding language to the following notes, to
be effective January 29, 2017.

Section 3-11.9 Add "and Job Code
0193EM"

Section 3-17.36 Add "and Job Code
6072EM"

SECTION III

This ordinance shall take effect
immediately, and before the expiration of
fifteen days after its passage, shall be
published with the names of the members
voting for and against the same in the
Inter-City Express, a newspaper
published in the said County of Alameda.

Adopted by the Board of Supervisors of
the County of Alameda, State of
California, on January 24, 2017, by the
following called vote:

AYES: Supervisors Carson, Chan, Miley,
Valle & President Haggerty - 5
NOES: None
EXCUSED: None

SCOTT HAGGERTY
President of the Board of Supervisors
County of Alameda, State of California

ATTEST: ANIKA CAMPBELL-BELTON



* A 0 0 0 0 0 4 3 5 1 2 9 5 *