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Human Resource Services

January 10, 2023

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: ADOPT: A) SIDELETTER OF AGREEMENT WITH THE IFPTE, LOCAL 21 FOR S-06 AND S-25 PACE; AND B) SALARY ORDINANCE AMENDMENTS TO UPDATE SUBSECTIONS 1-1.1 AND 3-12.19 TO ESTABLISH TWO NEW CLASSES OF CHILDREN’S MEDICAL SERVICES ADMINISTRATOR (JC #5087) AND COURT APPOINTED SPECIAL ADVOCATES PROGRAM ADMINISTRATOR (JC #6188) IN HCSA, AND SUBSECTION 3-18.45 TO PROVIDE STIPENDS TO EMPLOYEES IN CLASS OF CHILD WELFARE SUPERVISOR (JC #6750) IN SSA

Dear Board Members:

RECOMMENDATIONS:

- A. Adopt a Sideletter of Agreement (“SLA”) between the International Federation of Professional and Technical Engineers, Local 21 for Representation Units S-06 and S-25 Professional Association of County Employees (“PACE”) and the County of Alameda (“County”) to provide retention pay stipends to eligible employees in the classification of Child Welfare Supervisor (Job Code (“JC”) #6750), assigned to work in the Social Services Agency (“SSA”) Emergency Response (“ER”) field units.
- B. Adopt Salary Ordinance amendments to update:
 - i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish two (2) new classifications of Children’s Medical Services (“CMS”) Administrator (JC #5087) and Court Appointed Special Advocates (“CASA”) Program Administrator (JC #6188) located in the Health Care Services Agency (“HCSA”) effective February 5, 2023;
 - ii. Article 3, Section 12 (Health Care Services Agency), subsection 3-12.19, to establish salary administration criteria for the two (2) new classifications referenced above effective February 5, 2023; and
 - iii. Update Article 3, Section 3-18 (Social Services Agency), subsection 3-18.45 to provide retention pay stipends of \$1,000, \$2,500, \$3,000, \$4,000, and \$5,000 based on the required length of service in the ER field units of 12-, 18-, 24-, 36-, and 60-months, respectively, to eligible employees in the classification of Child Welfare Supervisor (JC #6750) in active status as of effective January 10, 2023.

DISCUSSION/SUMMARY:

On December 20, 2022, your Board approved providing retention pay stipends to employees in the classifications of Child Welfare Worker I (JC #6740) and Child Welfare Worker II (JC #6745), based on the State of California Budget Act of 2021 included State-funded grants (“ER Enhancement Funds”) that allow the County to enhance child welfare ER services,

including to address retention issues by providing a retention pay stipend to eligible employees. Said eligible employees who are active and assigned to work continuously in SSA ER field units for a required length of service (12-, 18-, 24-, 36-, and 60-months) shall receive a retention pay stipend corresponding to the required length of service (one thousand dollars (\$1,000); two thousand five hundred dollars (\$2,500); three thousand dollars (\$3,000); four thousand dollars (\$4,000); and five thousand dollars (\$5,000), respectively. Since, the County and PACE met and conferred regarding the matter and reached agreement as outlined in the attached SLA for employees in the classification of Child Welfare Supervisor (JC #6750). Accordingly, PACE would receive the same retention pay stipend as employees in the classifications of Child Welfare Worker I (JC #6740) and Child Welfare Worker II (JC #6745). Staff recommends your Board adopt the attached SLA and a Salary Ordinance amendment to provide said retention pay stipend as outlined in the attached.

Further, staff recommends that your Board approve establishing two (2) new classifications of 1) CMS Administrator (JC #5087) represented by the Alameda County Management Employees' Association ("ACMEA") General Government Unit and 2) CASA Program Administrator (JC #6188), unrepresented management unit, effective February 5, 2023. HCSA created the CMS Administrator due to a state mandate for the California Children's Services ("CCS") state and county public health program for children and youth. CCS is a medical case management program that coordinates, authorizes, and pays for specific medical services and equipment and obligates public funds for the diagnostic and treatment services for eligible children and youth. This new position is a single-position classification and will be located in the Family Health Services Division of the Public Health Department. The CMS Administrator is responsible for planning, organizing, developing, administering and evaluating the programs and operations of the CMS program, with an emphasis on children and youth, and provides direct management and administrative support in the areas of organizational programming and policy development, program evaluation, quality assurance, budget oversight, community collaboratives, staff supervision and general operational functions.

HCSA also created one (1) new classification of CASA Program Administrator (JC #6188) to provide full oversight of the development and implementation of the vision, mission, strategic directions and programs of the Alameda County CASA and the Friends of Alameda County CASA Inc. This is a single position classification created with the intent to have a departmental-specific classification that is tailored and closely reflect the duties and uniqueness of the CASA program oversight.

Staff recommends establishing the proposed salary ranges as listed in the Salary Ordinance amendment, effective February 5, 2023. In addition, staff recommends amending Article 3, Section 12 (Health Care Services Agency), subsection 3-12.19 of the Salary Ordinance to include salary administration criteria for the two (2) new classifications, effective February 5, 2023.

FINANCING:

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation.

VISION 2026 GOAL:

The annual Ordinance adoption meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

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Joe Angelo, Director
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Director, SSA
- Director, HCSA

SECOND READING - CONTINUED FROM 01/10/2023

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2022-2023 COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby amended thereto of the following job code, title and salary, to be effective as follows:

Job Code		Classification Title	Eff. Date	Unit Code	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA Status
5087	SM	Children Medical Services Administrator	2/5/2023	R45	4644.00				5544.80	X
6188	SM	Court Appointed Special Advocates Program Administrator	2/5/2023	U45	3906.40				5210.40	X

SECTION II

Article 3, Section 3-12, Subsection 3-12.19 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-12.19 – Persons occupying positions under the following Job Codes may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Director of Health Care Services: 0225EM (effective 11/14/10, BOS approved [11/2/10](#)); 0302PA (effective 3/7/10, BOS approved [2/9/10](#)); 0310PA, 0313SM, 0401SM Director of Interagency Children’s Policy Council (effective 3/15/15, BOS approved [3/10/15](#)); 1500SM (effective 6/6/16, BOS approved [5/24/16](#)); 5021NM (effective 6/28/20, BOS approved [6/23/20](#)); 5044EM, 5045EM (effective 5/26/13, BOS approved [5/21/13](#)); 5046SM (effective 6/14/20, BOS approved [6/9/20](#)); 5047SM, 5049PA (BOS approved [3/11/08](#)); 5055SM (effective 6/17/16, BOS approved [7/12/16](#)); 5056EM (BOS approved [12/19/17](#)); 5061SM, 5062SM (effective 7/2/17, BOS approved [6/27/17](#)); 5063SM, 5064SM (effective 1/12/20; BOS approved [1/14/20](#)); 5065SM, 5067SM, 5069SM (effective 4/13/14, BOS approved [4/8/14](#)); 5071PA; 5074SM (effective 1/24/21; BOS approved [1/12/21](#)); 5075SM (effective 2/3/13, BOS approved [1/29/13](#)); 5077SM, 5079SM, 5080SM, 5086SM (effective 1/25/09, BOS approved [1/27/09](#)); [5087SM \(effective 2/5/23\)](#); 5088PA, 5091SM (BOS approved [12/19/17](#)); 5095PA (effective 12/21/14, BOS approved [12/16/14](#)); 5096SM (effective 09/20/09, BOS approved [9/15/09](#)); 5098SM (effective 3/21/10, BOS approved [3/16/10](#)); 5390PA (effective 7/29/18, BOS approved [7/24/18](#)); 5391PA (effective 10/3/10, BOS approved [9/28/10](#)); 5643PA (effective 9/23/07); 5681EM (effective 11/1/20); 5693SM (effective 2/1/15, BOS approved [1/27/15](#)); 5760SM (effective 2/14/16, BOS approved [2/2/16](#)); 5777PA, 5778SM (effective 7/28/19, BOS approved [7/23/19](#)); 5782SM (effective 3/26/17, BOS approved [3/21/17](#)); 5789SM (effective 9/24/17, BOS approved [9/12/17](#)); 5791SM (effective 9/23/07); 5801SM (effective 11/15/09, BOS approved [11/10/09](#)); 6141PA; 6186SM; [6188SM \(effective 2/5/23\)](#); 6494SM, 6645SM, 6516SM, 6517SM (effective 4/4/10, BOS approved [3/30/10](#)); 6518PA (effective 11/14/10, BOS approved [11/2/10](#)); 6647SM (effective 1/25/09, BOS approved [1/27/09](#)); 6780SM (effective 7/28/19, BOS approved [7/23/19](#)); 6910PA (effective 7/28/19, BOS approved [12/19/17](#)); (BOS approved amendment [2/4/20](#)) (BOS approved amendment [10/20/20](#)); (BOS approved amendment [1/12/21](#))

SECTION III

Article 3, Section 3-18, Subsection 3-18.45 of the County of Alameda Salary Ordinance is hereby amended as follows:

3-18.45 – Effective December 20, 2022, employees in Job Codes 6740NM and 6745NM; [and effective January 10, 2023, employees in Job Code 6750MA](#), assigned to work in the Emergency Response (“ER”) field units who are 1) continuously employed and working in the ER field units and complete the Required Length of Service in the ER Field Units as noted below; and 2) who are in active status during the pay period (“PP”) ending date as specified in the Payment Period Determination End Date below, shall be eligible to receive the corresponding Retention Pay Stipend Amount.

Required Length of Service in ER Field Units	Retention Pay Stipend Amount
Completion of 12-months	\$1,000
Completion of 18-months	\$2,500
Completion of 24-months	\$3,000
Completion of 36-months	\$4,000
Completion of 60-months	\$5,000

Thereafter, on an annual basis, said employees who complete the above-referenced Required Length of Service in the ER Field Units shall receive said Retention Pay Stipend Amount in accordance with the Payment Period Determination End Date below:

Payment Year	Payment Period Determination End Date
2022	The full PP following ACERA pensionability determination.
2023	The PP ending November 25, 2023 (PP 23-25).
2024	The PP ending November 23, 2024 (PP 24-25).
2025	The PP ending June 21, 2025 (PP 25-14).

[Moreover, employees in the Job Code 6750 who are regularly assigned to supervise Interns in ER and on an as-needed basis, required to cover for employees in Job Code 6750 assigned to work in ER field units, shall be eligible to receive fifty percent \(50%\) of the Retention Pay Stipend Amount after said employee completes the corresponding Required Length of Service in ER Field Units.](#)

This subsection shall sunset and be deleted from the Salary Ordinance the earliest of June 30, 2025 or when SSA no longer receives said grant funds from the State of California as appropriated in the Budget Act of 2021.

SECTION IV

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