



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

Human Resource Services

January 7, 2020

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO: 1) AMEND 1-1.1; 2) DELETE 1-1 NOTATIONS AND 1-2.2; 3) APPROVE CLEAN-UP AND UPDATES TO ARTICLE 1; 4) DELETE OBSOLETE SUBSECTIONS (3-1.1; 3-15.5; 3-18.10; 3-18.34; 3-21.27; & 3-21.59); 5) ESTABLISH #6031SM IN PROBATION DEPT; 6) ADJUST SALARY FOR #6145EM; AND 7) AMEND 3-12.19, 3-14.25 & 3-20.2 (REMOVE #1846PA/#1863PA, INCLUDE #6031SM, AND #1846PA/#1863PA, RESPECTIVELY)

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- A. Amend subsection 1-1.1 of Section 1-1 (Pay Rate Schedules) in Article 1 by adding references and links to the Salary Reports, and incorporating language from subsection 1-2.2;
- B. Delete subsection 1-2.2 of Section 1-2 (Job Code Suffixes) in Article 1 to avoid duplication as the information will be incorporated into subsection 1-1.1;
- C. Approve non-substantive clean-up and formatting updates, including the deletion of a duplicative subheading, unnecessary and outdated notations to applicable subsections of Section 1-1 in Article 1;
- D. Delete various subsections of Article 3: 3-1.1; 3-15.5; 3-18.10; 3-18.34; 3-21.27; and 3-21.59 as they are no longer applicable nor in use;
- E. Update subsection 1-1.1, of Section 1-1 in Article 1, to establish one (1) new classification of Probation Re-Entry Services Coordinator (Job Code #6031SM) in the Probation Department with salary administration criteria as referenced in subsection 3-14.25 of Section 3-14 (Probation Department) in Article 3, effective January 12, 2020, including some formatting clean-up to subsection 3-14.25;
- F. Update subsection 1-1.1, of Section 1-1 in Article 1, to adjust the salary for the Assistant Chief Probation Officer (Job Code #6145EM) by three percent (3.0%) in the Probation Department, effective January 26, 2020; and
- G. Amend subsection 3-20.2 of Section 3-20 (Information Technology Department) in Article 3, to include two (2) previously approved classifications of Associate Infrastructure Services Technician (Job Code #1846PA) and Associate Web Designer (Job Code #1863PA) retroactive to October 6, 2019, and amend subsection 3-12.19 of Section 3-12 (Health Care Services Agency) in Article 3 to remove the two (2) aforementioned classifications.

DISCUSSION/SUMMARY:

We recommend amending subsection 1-1.1 of Section 1-1 (Pay Rate Schedules) in Article 1 of the Salary Ordinance by adding references and links to the Salary Reports. Years ago, the County printed Salary Ordinance booklets and placed the Salary Report in subsection 1-2.2. Now that the Salary Ordinance is only posted on the internet, the appearance and structure of the information had to change to conform to the webpage layout and, as a result, the Salary Report is attached as a document that

appears to be separate from Article 1. In addition, both subsections 1-1.1 and 1-2.2 contain similar information; therefore, staff also recommends deleting subsection 1-2.2 and incorporating the information in the amended subsection 1-1.1. Lastly, staff recommends deleting the notations from Section 1-1, and applying non-substantive clean-up and formatting updates to applicable subsections of Section 1-1 in Article 1 as part of the ongoing project to clean up the Salary Ordinance.

As part of the ongoing project to clean up the Salary Ordinance, staff met with the Service Employees International Union, Local 1021 (SEIU, Local 1021) and the parties agreed to delete six (6) obsolete subsections from Article 3 of the Salary Ordinance. As such, we recommend deleting the following six (6) obsolete subsections from Article 3 of the Salary Ordinance: 1) 3-1.1, because as of 2013, the Community Development Agency (CDA) no longer uses the job classification referenced; 2) 3-15.5, because the footnote was created for the Public Works Agency in 1985, prior to creation of the Supervising Public Works Inspector (JC #9538) classification which performs the supervisory duties referenced; 3) 3-18.10, because the Social Services Agency (SSA) no longer uses the job classification referenced, and the referenced program no longer exists; 4) 3-18.34, because the footnote was created for SSA as a result of the countywide clerical study for a pilot program that ended and last used in 2008; 5) 3-21.27, because the footnote was created for CDA in 1995, prior to the creation of the Healthy Homes Manager (JC #2990) classification which performs the duties referenced; and 6) 3-21.59, because as of 2005 CDA no longer uses the job classification referenced. Staff notified the respective County Agencies of these actions and they agreed to proceed with deleting these subsections.

We also recommend establishing the new classification of Re-Entry Services Coordinator (Job Code #6031SM) in the Probation Department to provide oversight over one (1) of four (4) specializations within the Probation Department's Re-Entry Services Unit and serve as the first line supervisor to staff in the respective specialized area. The Re-Entry Services Unit focuses on supporting formally incarcerated individuals in the areas of employment, housing, family reunification, mental health and substance abuse. This position ensures the delivery of specialized, post-release services and/or other rehabilitative services to a targeted client population consisting of Probation clientele.

At the request of the Probation Department to address a salary compaction issue for the Assistant Chief Probation Officer (Job Code #6145EM) classification, staff completed a salary review of the subordinate classification of Deputy Chief Probation Officer (Job Code #6124SM) and have determined that a salary compaction issue exists. Thus, staff recommend adjusting the salary for the Assistant Chief Probation Officer (Job Code #6145EM) by three percent (3.0%) in the Probation Department, effective January 26, 2020, to address the compaction issue.

Finally, we also recommend amending subsection 3-20.2 of Section 3-20 (Information Technology Department) in Article 3 to include reference to two (2) classifications previously approved by your Board on September 24, 2019, Associate Infrastructure Services Technician (Job Code #1846PA) and Associate Web Designer (Job Code #1863PA), which were erroneously omitted from said subsection 3-20.2, retroactive to October 6, 2019. Conversely, we recommend a correction to subsection 3-12.19 of Section 3-12 (Health Care Services Agency) in Article 3 to remove reference to the aforementioned classifications (Job Codes #1846PA and #1863PA) as they were previously added in error.

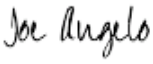
FINANCING:

Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

VISION 2026 GOAL:

The Salary Ordinance amendments 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
All Department/Agency Heads

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By *Kristy van Herick*
Kristy van Herick, Asst. County Counsel

O-2020-5

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2019 - 2020
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-1 of the County of Alameda Salary Ordinance is hereby amended as follows:

1-1.1 ~~Subject to the provisions and exceptions hereinafter set forth in this Ordinance, Where a biweekly schedule of rates is shown, these are the rates of compensation for the classifications for that classification, subject to the provisions of Article 4 of this Ordinance of members of boards, commissions, officers, and of other persons employed by the County is hereby fixed as set forth in the following Salary Reports:-~~

- Salary Report - Job Code Number
- Salary Report - Alphabetical

1-1.2 ~~Where the schedule of rates or rate is preceded by a prefix, the compensation relating to each such prefix shall be as follows:~~

PREFIX COMPENSATION

PREFIX	COMPENSATION
D	Flat rate per day.
H	Flat rate per hour.
S	Flat rate per session or meeting.

NOTE:

~~This is not the official Alameda County Salary Ordinance adopted by the Board of Supervisors, but a compilation which contains approved staffing levels in each Agency/Department in effect on July 1, 2006, current rates of pay, special performance and assignment compensation, salary administration criteria, and other provisions.~~

~~Article 1 of the Alameda County Salary Ordinance is hereby amended by adding Section 1-1.3 that reads as follows:~~

1-1.3 – Each and every employment agreement between the Board of Supervisors and a Board appointed department head that has been or will be executed by the President of the Board of Supervisors is hereby incorporated by this reference into the Salary Ordinance once the signature of the employee and the President have both been affixed, provided the appointment of the department head by the Board of Supervisors has been or is announced at an open and public meeting of the Board of Supervisors.

SECTION II

Article 1, Subsection 1-2.2; and Article 3, Subsections 3-1.1, 3-15.5, 3-18.10, 3-18.34, 3-21.27, and 3-21.59 of the County of Alameda Salary Ordinance are hereby deleted in its entirety as follows:

~~1-2.2 Subject to the provisions of this Ordinance and exceptions as hereinafter set forth, the compensation of persons employed by the County in the classifications listed is hereby fixed as set forth.~~

~~3-1.1 One person occupying a position under Job Code 8215 when permanently assigned responsibility for supervising other Agricultural Biologists in vertebrate pest and weed control, shall be compensated an additional 5 percent. (BOS approved 6/25/02)~~

~~3-15.5 Not to exceed one person occupying a position under Job Code 2162, when acting as a supervisor of at least two people and when performing the full range of supervisory duties, shall receive an additional 5 percent compensation.~~

~~3-18.10 Not to exceed one person under Job Code 6510, when assignment to serve as the Case Management Coordinator for the Oakland Homeless Families Program shall receive an additional 5 percent compensation.~~

~~3-18.34 Effective September 10, 2006, persons under Job Code 1132 (Eligibility Support Clerk), shall receive an additional five percent compensation for providing a distinct level of customer service and direct assistance to clients submitting applications for assistance in a pilot program for Social Services.~~

~~3-21.27 Not to exceed one person occupying a position under Job Code 2957, when assigned in writing as lead over the Minor Home Repair Program, assigning and reviewing the work of at least two full-time employees, shall receive an additional 5 percent compensation.~~

~~3-21.59 Not to exceed one employee under Job Code 2963, who meets the qualifications contained in AB 945 as "other qualified personnel," who is assigned and performing environmental investigations for lead-poisoned children in the absence of the regularly scheduled Environmental Health Specialist who performs these investigations, shall receive an additional 5 percent compensation.~~

SECTION III

Article 1, Section 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby amended by the addition there to of the following job codes, titles and salaries, to be effective on the dates shown below.

Job Code		Title	Unit Code	Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
6031	SM	Probation Re-Entry Services Coordinator	U15	1/12/20	4,221.60				5,137.60	X
6145	EM	Assistant Chief Probation Officer	051	1/26/20	6079.20				7377.60	X

SECTION IV

Article 3, Section 3-12, Subsection 3-12.19 of the County of Alameda Salary Ordinance is hereby amended 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); 0302PA (effective 3/7/10); 0310PA, 0313SM, 5044EM, 5045EM (effective 5/26/13); 5047SM, 5049PA, 5065SM, 5067SM, 5069SM (effective 4/13/14), 5071PA; 5075SM (effective 2/3/13); 5077SM, 5079SM, 5080SM, 5086SM (effective 01/25/09); 5096SM (effective 09/20/09); 5098SM (effective 3/21/10); 5391PA (effective 10/3/10); 5643PA, 5791SM (effective 09/23/07); 5801SM (effective 11/15/09); 6141PA, 6186SM, 6494SM, 6645SM, 6516SM (effective 4/4/10); 6517SM (effective 4/4/10); 6518PA (effective 11/14/10); 6647SM (effective 01/25/09); 5061SM, 5062SM (effective 7/2/17); 5789SM (effective 9/24/17, BOS approved 9/12/17); 5056EM, 5088PA, 5091SM, 6910PA, 5390 PA (effective 7/29/18); 5049PA (BOS approved 03/11/08); 5086SM, 6647SM (BOS approved 01/27/09); 5096SM (BOS approved 09/15/09); 5801SM (BOS approved 11/10/09); 0302PA (BOS approved 2/9/10); 5098SM (BOS approved 3/16/10); 6516SM, 6517SM (BOS approved 3/30/10); 5391PA (BOS approved 9/28/10); 0302PA, 6518PA (BOS approved 11/2/10); 5075SM (BOS approved 1/29/13); 5045EM (BOS approved 5/21/13); 5069SM (BOS approved 4/8/14); 5095PA (BOS approved 12/16/14); 5693SM (BOS approved 1/27/15); 0401SM Director of Interagency Children's Policy Council (effective 3/15/15, BOS approved 3/10/15); 5760SM (BOS approved 2/2/16); 1500SM (effective 6/5/16, BOS approved 5/24/16); 5055SM (effective 06/17/16, BOS approved 7/12/16); 5782SM (effective 3/26/17, BOS approved 3/21/17); 5056EM, 5088PA, 5091SM, 6910PA (BOS approved 12/19/17); 5390 PA (BOS approved 7/24/18); 5777PA, 5778SM, 6780SM (effective 7/28/19) (BOS approved 7/23/19); 4846PA; 4863PA (BOS approved 9/24/19); 5063SM; and 5064SM.

SECTION V

Article 3, Section 3-14, Subsection 3-14.25 of the County of Alameda Salary Ordinance is hereby amended as follows:

3-14.25 – ~~Effective October 11, 2015, p~~Persons employed under Job Codes 6145EM and 6124SM (BOS approved 9/29/15, effective 10/11/15), and ~~effective July 2, 2017, Job Code 6139PA (BOS approved 5/24/16, effective 6/5/16), Job Codes 6049SM and Job Code 6048SM (BOS approved 6/27/17, effective 7/2/17), and effective October 8, 2017 Job Codes 8586SM and 8587SM (BOS approved 9/26/17, effective 10/8/17) and Job Code 6031SM~~ may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Chief Probation Officer. ~~(BOS approved 9/29/15) (BOS approved 5/24/16 Job Code 6139PA effective 6/5/16) (BOS approved Job Codes 6049SM and 6048SM 6/27/17) (BOS approved Job Codes 8586SM and 8587SM 9/26/17)~~

SECTION VI

Article 3, Section 3-20, Subsection 3-20.2 of the County of Alameda Salary Ordinance is hereby amended as follows:

3-20.2 - Salary increases for positions under Job Codes 0605PA, 1813SM, 1814SM, 1815PA, 1816PA, 1817PA, 1818PA, 1824PA, 1826MA, 1827MA, 1829SM, 1831SM, 1833SM, 1834SM, 1835SM, 1836PA, 1837SM, 1838SM, 1843PA, 1844SM, 1845EM, 1846PA (effective 10/6/19), 1847EM, 1851PA, 1852PA, 1854PA, 1855PA, 1856PA, 1857PA, 1863PA (effective 10/6/19), 1866PA, 1867PA, 1868PA require the approval of the Human Resource Services Department, County Administrator's Office and the department. Salary increases resulting from the annual salary adjustments for the classes require only the approval of the Department Head. (BOS approved 1851PA, 1852 PA, 1854PA, 1856PA, 1857PA, 1866PA, 1867PA, and 1868PA 4/19/16.)

SECTION VII

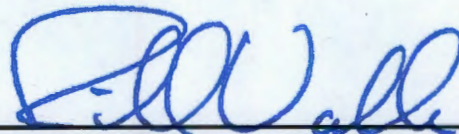
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 4th day of **February, 2020**, to wit:

AYES: Supervisors Carson, Chan, Haggerty, & President Valle – 4

NOES: None

EXCUSED: Supervisor Miley – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30447

Agenda No: 30

Document No: O-2020-5



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