



Human Resource Services

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

January 16, 2013

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

That Your Board adopt a Salary Ordinance amendment (1) establishing two new job classifications, with salary administration criteria, in the Sheriff's Office, (2) an amendment to modify the salary range for two positions in the Treasurer-Tax Collector's Department and (3) an amendment to increase the salaries for employees represented by the Alameda County Management Employee Association (ACMEA) Probation Managers.

Discussion/Findings:

The Sheriff's Office has requested the establishment of two new job classes. The first, Job Code 8724PA, Emergency Services Manager, will be responsible for the planning, organization, and direction of the internal and external emergency management and disaster preparedness program for Alameda County, and will assist cities within the County with emergency management and disaster preparedness programs. The salary recommendation is based on a survey of similar positions in the Bay Area.

The second job class is Job Code 6502PA, Youth and Family Services Manager. This position will have primary responsibility for planning and directing all clinical aspects of the Youth and Family Services Bureau, a division within the Alameda County Sheriff's Office, including the management and supervision of the activities of licensed professional, paraprofessional, technical and clerical staff, directly and through subordinate supervisory staff. The salary recommendation is based on relationships with subordinate staff.

In addition, the Treasurer-Tax Collector's Department has requested to modify the salary structure for Job Code 1539SM, Deferred Compensation and Personnel Manager and Job Code 0170PA, Chief Investment Officer Treasurer's Department; from step classes to deep class salary ranges. This will allow the Department more flexibility when appointing incumbents to the respective positions. However, there is no change to the salary amounts.

Lastly, the 2009-2015 Memorandum of Understanding with the Alameda County Management Employee Association, Probation Managers, provides for a salary increase for those employees related to the Deputy Probation Officer II benchmark classification in Teamsters, Local 856. Based on the agreement, the Teamster related classes are to receive a 2.76% increase, effective the first day of the second full pay period in January 2013.

Funding:

Funds are available in the 2012 and 2013 budget appropriation to pay the cost resulting from these actions.

Very truly yours,

A handwritten signature in blue ink that reads "Cynthia Baron". The signature is written in a cursive style.

Mary Welch, Interim Director
Human Resource Services

MW:vb

Z:\Board letter 2012\01.29.13 Salary Ordinance/Sheriff's Office/Treasurer-Tax Collector/Probation Mgrs.

Cc: County Administrator
Auditor-Controller
County Counsel
Sheriff
Treasurer-Tax Collector
Chief Probation Officer

Approved as to Form
DONNA ZIEGLER, County Counsel

By 

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2012-2013
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Section 1-2.2 of Ordinance Number 0-2012-51 of the County of Alameda is hereby amended by the addition thereto of the following Job Codes, Titles, and Salaries to be effective February 17, 2013.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
8724 PA	Emergency Services Manager	3004.00				3804.80
6502 PA	Youth and Family Services Manager	3257.60				3960.00

SECTION II

Article 3, of Ordinance Number 0-2012-51 of the County of Alameda is hereby amended by the amendment thereof of the following note to be effective February 17, 2013.

3-17-36 Add "and Job Code 8724PA and Job Code 6502PA"

SECTION III

Section 1-2.2 of Ordinance Number 0-2012-51 of the County of Alameda is hereby amended to read as follows to be effective February 17, 2013.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1539 SM	Deferred Compensation and Personnel Manager	3295.20				4000.80
0170 PA	Chief Investment Officer-Treasurer's Department	3652.80				4439.20

SECTION IV

Article 3, of Ordinance Number 0-2012-51 of the County of Alameda is hereby amended by the addition thereto of the following note, to be effective on the date shown.

3-19.15 Effective February 17, 2013, persons employed under Job Code 1539SM, (Deferred Compensation and Personnel Manger) and Job Code 0170PA, (Chief Investment Officer Treasurer's Department), may be compensated at any salary within the salary range of the respective job class as determined by the Agency/Department Head.

SECTION V

Section 1-2.2 of Ordinance Number 0-2012-51 of the County of Alameda is hereby amended by the amendment thereof of the following salaries to be effective on the date shown.

ITEM	MC	TITLE	Eff Date	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
6118	PA	Probation Specialist	01/20/2013	2778.40	2908.00	3051.20	3196.80	3346.40
6120	PA	Special Services Supervisor	01/20/2013	3028.00	3172.80	3324.00	3487.20	3652.00
6121	SM	Camp Supervisor, Probation	01/20/2013	2895.20	3031.20	3181.60	3331.20	3485.60
6122	SM	Unit Supervisor, Probation	01/20/2013	3162.40	3314.40	3469.60	3643.20	3811.20
6123	SM	Section Supervisor Prob Dept	01/20/2013	3394.40	3562.40	3746.40	3932.80	4124.00
6124	SM	Division Director, Probation	01/20/2013	4344.80	4553.60	4783.20	5020.00	5280.00
6126	PA	Program Manager, Probation	01/20/2013	3495.20	3668.80	3858.40	4052.00	4248.80
6230	SM	Assistant Superintendent	01/20/2013	3198.40	3360.00	3528.00	3704.00	3889.60
6235	SM	Superintendent, Juvenile Hall	01/20/2013	3920.80	4116.80	4328.80	4548.00	4760.00
6260	SM	Asst Camp Director	01/20/2013	3420.00	3577.60	3756.00	3929.60	4122.40
6270	SM	Camp Superintendent	01/20/2013	3731.20	3919.20	4120.00	4326.40	4532.00

SECTION VI

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

MW:vb

Z:\Board letter 2012\01.29.13 Salary Ordinance Sheriff's Office/Treasurer-Tax Collector/Probation Mgrs.