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Human Resource Services

January 22, 2018

Honorable Board of Supervisors
 Administration Building
 Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt the following Salary Ordinance amendments:

- A. Establish the classification of Temporary Assignment Pool (TAP) Program Manager in the Human Resource Services Department that includes salary administration criteria;
- B. Establish the classification of Retirement Budget Analyst, ACERA in the Alameda County Employee Retirement Association that includes salary administration criteria; and
- C. Establish the classification of Administrative Legal Secretary that will be located in the Office of the County Counsel and the Office of the Public Defender and includes salary administration criteria.

Discussion/Findings:

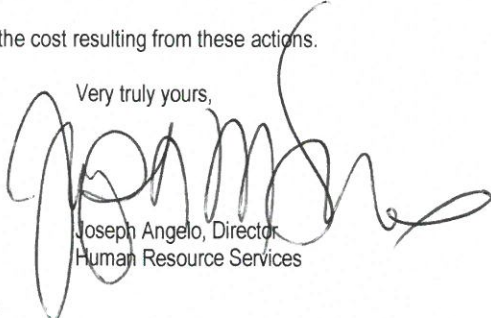
We recommend establishing the new job classification of Job Code 0296SM, TAP Program Manager, to create a Department-specific program manager over the day-to-day operations of the County's TAP Program including immediate supervision of professional, technical and support staff of the TAP Program and providing complex administrative support to the Human Resources Division Manager, Administrative Services, to ensure continuous program and operational efficacy of the TAP Program. This is an advanced, journey-level professional classification and is distinguished from the Human Resources Division Manager in that it is responsible for managing the day-to-day activities of the TAP Program as opposed to having responsibility for directing the overall human resource activities of multiple programs.

Also, we recommend establishing the new job classification of Job Code 1360PA, Retirement Budget Analyst, ACERA, as a result of an organizational restructuring of the ACERA's Budget and Accounting operations. The focus of this position is to provide professional level budget analysis, development, forecasting and reporting and will report to the Fiscal Services Officer, ACERA.

Lastly, we recommend establishing the County-wide classification of Job Code 1226PA, Administrative Legal Secretary, due to the need for an administrative position that specializes in legal knowledge to perform complex administrative, secretarial duties, preparing time-sensitive legal documents and providing complex secretarial support to the County Counsel or Public Defender.

Financing:

Funds are available in the 2017-2018 budget appropriation to pay the cost resulting from these actions.

Very truly yours,

 Joseph Angelo, Director
 Human Resource Services

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Cc: CAO
 Auditor-Controller
 County Counsel
 Chief Executive Officer, ACERA
 Public Defender

By 

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2017 – 2018
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 March 11, 2018.

Job Code	Title	Step 01	Step 02	Step 03	Step 04	Step 05
0296	SM Temporary Assignment Pool Program Manager	3593.60				4372.00
1360	PA Retirement Budget Analyst, ACERA	3358.40				4081.60
1226	PA Administrative Legal Secretary	2517.60				2998.40

SECTION II

Article 3, of the County of Alameda Salary Ordinance is hereby amended by the underlined language to be effective on the date shown:

- 3-13.3 Persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0265CA, 0266CA, 0267PA, 0268CA, 0269CA, 0276CA (effective 10/12/14), 0277SM, 0279CA, 0280CA, 0281SM, 0282CA, 0283CA, 0284PA, 0285SM, 0286EM, 0287SM, 0289SM, 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), and 0296SM (effective 3/11/18), 0463SM (effective 6/9/13), 0464CA (effective 4/9/17), 0466PA, 0467CA, 0468SM, 0471SM, 0473SM, 0474PA, 0477PA, 0479PA, 0482PA, and 0483PA and 0294SM (effective 10/8/17), may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Department Head. (BOS approved 0463M 6/4/13) (BOS approved 0294SM 10/3/17).
- 3-21.29 Persons employed under Job Codes 1339PA (BOS approved 10/16/12), 1340PA, 1342PA, 1343PA, 1345PA, 1346PA, 1347PA, 1348CA, 1349SM (effective 4/28/13), 1350CA, 1355SM, 1356SM, 1357SM, 1358EM, 1359SM, 1360PA (effective 3/11/18), 1363PA, 1364PA, 1365SM, 1366PA, 1367PA, 1368PA, 1372PA or 1373PA may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Board of Retirement. (BOS approved 1363PA 3/11/08) (BOS approved 1373PA 12/18/12) (BOS approved 1349SM 5/7/13).
- 3-21.24 For persons occupying positions under Job Codes 0207SM, 0209PA, 0213PA, 0214PA, 0215PA, 0216SM, 0217MA, 0218PA, 0219PA, 0220SM, 0221MA, 0237PA, 0306PA, 0307SM, 0308SM, 0314SM, 0315SM, 0405PA, 0418PA, 0422PA, 0423PA, 0481PA, 1145SM, 1226PA (effective 3/11/18), 1270PA, 3127SM (effective 5/2/10), 5686PA, 5783SM, 5786PA, 6752PA, and 0223SM salary increases through the first 22 percent of the range which individually are no greater than 5 percent and which occur within the time limits set forth in Salary Ordinance Section 4-1, only require approval of the Department Head. Salary increases within the first 22 percent of the range which exceed 5 percent or do not conform to the time limits set forth in Salary Ordinance Section 4-1, and salary increases above the first 22 percent of the range require the approval of the Director of Human Resource Services, upon recommendation of the Department Head. Salary increases resulting from the annual adjustment require only the approval of the Department Head. (BOS approved 3127SM 4/27/10) (BOS approved 0223SM 12/19/17).

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.