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Human Resource Services

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March 1, 2022

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) UPDATE SUBSECTION 1-1.1 TO AMEND THE FLSA DESIGNATION FOR JOB CODE #0320PA; 2) AMEND ARTICLE 3, SECTION 3-12 (HEALTH CARE SERVICES AGENCY) TO ESTABLISH SUBSECTIONS 3-12.93 AND 3-12.94; AND 3) UPDATE SUBSECTION 3-21.105

Dear Board Members:

**RECOMMENDATION:**

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), Subsection 1-1.1 to amend the Fair Labor Standards Act ("FLSA") designation for the classification of Public Information Specialist (Job Code ("JC") #0320PA), retroactive to December 26, 2021;
- ii. Amend Article 3, Section 3-12 (Health Care Services Agency ("HCSA")), to add subsections a) 3-12.93 to establish a hiring incentive program that pays amounts ranging from \$8,000 to \$17,000 for newly-hired or newly-promoted employees in certain clinical-based positions within the Adult Forensic Behavioral Health ("AFBH") Division located at Santa Rita Jail ("SRJ"), paid in specified increments based on defined criteria over a three (3) year period, retroactive to January 23, 2022; and b) 3-12.94 to establish a footnote for additional compensation of twenty-five percent (25%) of the base salary for one (1) employee in the classification of Physician V (JC #5143SM) in HCSA's Alameda County Behavioral Health ("ACBH") Department, retroactive to January 23, 2022; and
- iii. Update Article 3, Section 3-21 (Miscellaneous), subsection 3-21.105 to: 1) provide up to two (2) hours of COVID-19 Paid Administrative Leave ("PAL") and reimburse for eligible mileage or public transit costs for employees who are subject to any current and future State of California Public Health Orders ("SPHOs"), County of Alameda Public Health Orders, and/or federal requirements mandating that employees: a) obtain and provide verification of COVID-19 vaccination, including vaccine booster dose(s); or b) undergo mandatory regular COVID-19 testing (as applicable), during their normal work schedule unless otherwise approved by their Agency/Department Head, retroactive to October 1, 2021; 2) provide up to two (2) hours of COVID-19 PAL and reimburse for eligible mileage or public transit costs for employees required to undergo mandatory regular COVID-19 testing during their normal work schedule unless otherwise approved by their Agency/Department Head, in accordance with the County COVID-19 Workforce Vaccination Policy ("Policy") retroactive to October 1, 2021; 3) provide up to two (2) hours of COVID-19 PAL for all employees to receive their COVID-19 vaccination, including the initial booster dose, during their normal work schedule unless otherwise approved by their Agency/Department Head, under the County Policy retroactive to October 1, 2021; and 4) provide up to two (2) hours of COVID-19 PAL for all employees to receive subsequent vaccine booster dose(s) during their normal work schedule unless otherwise approved by their Agency/Department Head, at the discretion of the County Administrator. Employees receiving COVID-19

vaccinations, including any vaccine booster dose, are required to exhaust any available Supplemental Paid Sick Leave (“SPSL”) (pursuant to Labor Code § 248.6(b)(1)(C)) before being eligible for COVID-19 PAL.

**DISCUSSION/SUMMARY:**

At the request of HCSA to reevaluate the FLSA designation for the county-wide classification of Public Information Specialist (JC #0320PA), staff in the Human Resource Services Personnel Services Division completed a review of said classification and determined the classification was erroneously designated as FLSA non-exempt. The current Public Information Specialist classification was originally created in 1976 and titled as Public Information Specialist I. At that time, the then Public Information Specialist I classification performed paraprofessional duties and thus, was appropriately designated as FLSA non-exempt. However, in 1988, the duties of the original classification (Public Information Specialist I) merged with the higher-level classification of Public Information Specialist II and the classification of Public Information Specialist was created to perform overall administrative and professional level duties, which warranted a change in the FLSA designation to exempt. Unfortunately, the FLSA-designation was not updated at that time to reflect and align with the higher-level duties. As such, staff recommends correcting the FLSA designation for the classification of Public Information Specialist (JC #0320PA) to exempt retroactive to December 26, 2021.

In addition, at the request of HCSA to explore options to address ongoing critical recruitment and retention challenges for certain classifications, staff completed its thorough analysis of said ongoing challenges and recommends establishing a hiring incentive program (“Program”) for certain clinical positions in the AFBH Division, located at SRJ, retroactive to January 23, 2022. The Program consists of a \$8,000, \$10,000, \$12,000, \$14,000, \$15,500, or \$17,000 stipend for newly-hired or newly-promoted employees in the classifications of Mental Health Specialist I (JC #6490NM)/Mental Health Specialist II (JC #6491NM)/Mental Health Specialist III (JC #6492NM)/Rehabilitation Counselor I (JC #6638NM)/Rehabilitation Counselor II (JC #6640NM); Behavioral Health Clinician I (JC#6505NM); Behavioral Health Clinician II (JC#6510NM); Behavioral Health Clinician Supervisor (JC #6525SM); Behavioral Health Clinical Manager (JC #6527SM); and Assistant Director, Forensic, Diversion & Re-Entry System of Care (JC# 5065SM), respectively, and paid in specified increments based on defined criteria over a three (3) year period as outlined in the attached Salary Ordinance. The AFBH continues to experience difficulty hiring and retaining new clinicians at SRJ with 47 vacant positions that must be filled by the end of Fiscal Year (“FY”) 2021-2022 and an additional 38 positions to be filled in FY 2022-2023. This Program shall sunset on June 30, 2023 and shall be deleted from the Salary Ordinance upon the sunset date.

Further, subsection 3-21.69 of the Salary Ordinance provides for a footnote for up to 10 employees in the classifications of Physician III (JC #5139NM) and/or Physician III Services-As-Needed (“SAN”) (JC #5139N) who perform the full range of psychiatric care duties in the Criminal Justice Mental Health Services (“CJMHS”) at SRJ for ACBH. As a result of the demand for increased mental health services on-site at SRJ, ACBH requested to add one (1) Physician V (JC #5143SM) position to provide critical oversight for the full range of psychiatric care for CJMHS at SRJ. As such, staff recommends establishing a new footnote for said Physician V (JC #5143SM) position of twenty-five percent (25%) additional compensation of the base salary, similar to the existing footnote for the Physician IIIs and/or Physician III SANs, retroactive to January 23, 2022. This footnote will sunset on December 31, 2025 and shall be deleted from the Salary Ordinance upon the sunset date.

Lastly, on December 21, 2021, your Board approved an amendment to subsection 3-21.105 of the Salary Ordinance. Given the recent requirements of SPHOs and the newly-adopted County Policy, staff recommends updating subsection 3-21.105 of the Salary Ordinance to include the following: 1) provide up to two (2) hours of COVID-19 PAL and reimburse for eligible mileage or public transit costs for employees who are subject to any current and future SPHOs, County of Alameda Public Health Orders, and/or federal requirements mandating that employees obtain and provide verification of COVID-19 vaccination, including vaccine booster dose(s), or undergo mandatory regular COVID-19 testing (as applicable), during their normal work schedule unless otherwise approved by their Agency/Department Head, retroactive to October 1, 2021; 2) provide up to two (2) hours of COVID-19 PAL and reimburse for eligible mileage or public transit costs for employees required to undergo mandatory regular COVID-19 testing during their normal work schedule unless otherwise approved by their Agency/Department Head, in accordance with the Policy retroactive to October 1, 2021; 3) provide up to two (2) hours of COVID-19 PAL for all employees to receive their COVID-19 vaccination, including the initial booster dose, under the County Policy retroactive to October 1, 2021;

and 4) provide up to two (2) hours of COVID-19 PAL for all employees to receive subsequent vaccine booster dose(s) during their normal work schedule unless otherwise approved by their Agency/Department Head, at the discretion of the County Administrator. Employees receiving vaccinations, including any booster dose, are required to exhaust any available Supplemental Paid Sick Leave (pursuant to Labor Code § 248.6(b)(1)(C)) before being eligible for COVID-19 PAL.

**FINANCING:**

Funds are available in the 2021-2022 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these recommendations.

**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
- Agency/Department Heads

By   
Kristy van Herick, Asst. County Counsel

O-2022-13  
AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2021-2022  
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 as follows effective on December 26, 2021:

Job Code	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
0320 PA	Public Information Specialist	U15	2989.60	3141.60	3308.00	3484.00	3669.60	<u>NX</u>

**SECTION II**

**Article 3, Section 3-12, Subsection 3-12.93** of the County of Alameda Salary Ordinance is hereby added, to be effective on January 23, 2022.

3-12.93 – Effective January 23, 2022, persons newly hired or newly promoted into Job Codes 6490NM, 6491NM, 6492NM, 6638NM, 6640NM, 6505NM, 6510NM, 6525SM, 6527SM and 5065SM assigned to Santa Rita Jail, shall receive a hiring incentive to be paid in specified increments over a three (3) year period as follows:

Mental Health Specialist I (JC #6490NM)/Mental Health Specialist II (JC #6491NM)/Mental Health Specialist III (JC #6492NM)/Rehabilitation Counselor I (JC #6638NM)/Rehabilitation Counselor II (JC #6640NM) - \$8,000

- \$1,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$2,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$2,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinician I (JC #6505NM) - \$10,000

- \$1,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$3,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$3,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinician II (JC #6510NM) - \$12,000

- \$2,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$3,000 after completion of 2-years (52-pay periods) of employment following hire date

- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinical Supervisor (JC #6525SM) - \$14,000

- \$2,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$3,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinical Manager (JC #6527SM) - \$15,500

- \$3,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$3,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$5,000 after completion of 3-years (78-pay periods) of employment following hire date

Assistant Director, Forensic, Diversion & Re-Entry System of Care (JC# 5065SM) - \$17,000

- \$3,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$4,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,500 after completion of 2-years (52-pay periods) of employment following hire date
- \$5,500 after completion of 3-years (78-pay periods) of employment following hire date

This provision shall sunset effective June 30, 2023 and shall be deleted from the Salary Ordinance upon the sunset date.

### SECTION III

**Article 3, Section 3-12, Subsection 3-12.94** of the County of Alameda Salary Ordinance is hereby added to read as follows:

Effective January 23, 2022, not to exceed one (1) employee occupying a position under Job Code 5143SM who oversees critical operations for psychiatric care in the Criminal Justice Mental Health Services at the Santa Rita Jail shall receive an additional twenty-five percent (25%) compensation of the base pay. This footnote shall sunset effective December 31, 2025 and shall be deleted from the Salary Ordinance upon the sunset date.

### SECTION IV

**Article 3, Section 3-21 Subsection 3-21.105** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

Effective October 1, 2021, employees who are subject to the July 26, 2021, August 5, 2021, August 19, 2021, or September 28, 2021 State of California Public Health Orders ("SPHOs"), and any other current or future SPHOs, County of Alameda Public Health Orders, and/or federal requirements mandating that employees: 1) obtain and provide verification of COVID-19 vaccination(s), including vaccine booster dose(s); or 2) undergo mandatory regular COVID-19 testing (as applicable), shall be granted up to two (2) hours of County-paid time off on paid administrative leave ("PAL") and reimbursed for eligible mileage or public transit costs to attend mandatory COVID-19 vaccination(s), including vaccine booster dose(s) and mandatory testing appointments, during their normal work schedule unless otherwise approved by their Agency/Department Head. ~~Moreover, effective October 19, 2021, employees not subject to the above-referenced COVID-19 vaccination mandates who obtain and provide verification of COVID-19 vaccination(s), shall be granted up to two (2) hours of County-paid time off on PAL to attend COVID-19 vaccination(s).~~

Also, effective October 1, 2021, under the County COVID-19 Workforce Vaccination Policy ("Policy"), employees may be eligible for County-paid time off as follows: 1) employees required to undergo mandatory regular COVID-19 testing, shall be granted up to two (2) hours of County-paid time off on PAL and reimbursed for eligible mileage or public transit costs, during their normal work schedule unless otherwise approved by their Agency/Department Head; 2) all employees shall be granted up to two (2) hours of County-paid time off on PAL to receive their COVID-19 vaccination, including the initial booster dose, during their normal work schedule unless otherwise approved by their Agency/Department; and 3) all employees shall be granted up to two (2) hours of PAL to receive subsequent vaccine booster dose(s) during their normal work schedule unless otherwise approved by their Agency/Department, at the discretion of the County Administrator. Employees receiving vaccinations, including any booster dose, are required to exhaust any available Supplemental Paid Sick Leave (pursuant to Labor Code § 248.6(b)(1)(C)) before being eligible for PAL.

## **SECTION V**

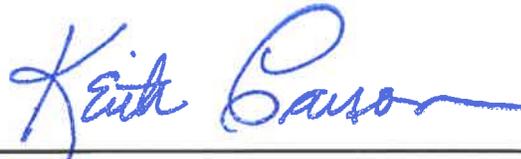
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **8<sup>th</sup>** day of **March, 2022**, to wit:

**AYES:** Supervisors Brown, Haubert, Miley, Valle & President Carson – **5**

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30786

Agenda No: 13

Document No: O-2022-13



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 Basley  
Deputy