



Agenda \_\_\_\_\_ April 21, 2015

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

Human Resource Services

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April 6, 2015

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendment**

Dear Board Members:

**Recommendation:**

Adopt a Salary Ordinance amendment establishing a new classification of Director of Business Services, Probation in the Probation Department with salary administration criteria.

**Discussion/Findings:**

We are recommending the creation of a new classification of Director of Business Services, Probation, to provide mid-level management within the Administration Division of the Probation Department. This position will serve as the director over the Human Resources, Information Technology, Administrative Support, Training, Financial Services and Research and Data functions of the department.

The Director of Business Services, Probation, Job Code 6138EM, assists in planning, organizing, directing and coordinating the activities of the Probation Department including the implementation of management policies and service delivery programs. This classification exercises full authority for making decisions and implementing programs to ensure the effective provision of administrative, financial and analytical services to the Probation Department.

**Financing:**

Funds are available in the 2014-2015 budget appropriation to pay the cost resulting from these actions.

Very truly yours,

A handwritten signature in blue ink that reads "Cynthia Bacon".

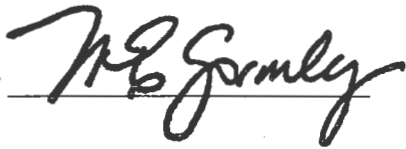
Mary Welch, Interim Director  
Human Resource Services

MW:vb

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Cc: CAO  
Auditor-Controller  
County Counsel  
Chief Probation Officer

Approved as to Form  
DONNA ZIEGLER, County Counsel

By 

O-2015-23  
AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2014 - 2015  
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 0-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following Job Code, Title and Salary to be effective May 10, 2015.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
6138	EM Director of Business Services, Probation	4335.20				5532.80

**SECTION II**

**Article 3**, of Ordinance Number 0-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following note, to be effective May 10, 2015.

Section 3-14.23 The person employed under Job Code 6138EM, may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Chief Probation Officer.

**SECTION III**

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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.

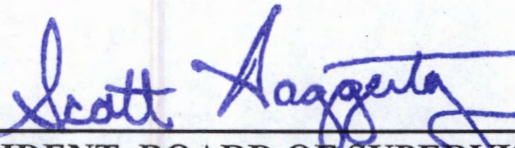
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**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 5<sup>th</sup> day of May, 2015, to wit:

**AYES:** Supervisors Carson, Chan, Miley, Valle & President Haggerty – 5

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File: 29493  
Agenda No: 15  
Document No: O-2015-23

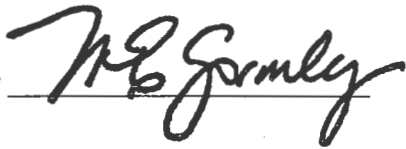


I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

**ATTEST:**  
Clerk, Board of Supervisors

By: Rhonda Bailey  
Deputy

Approved as to Form  
DONNA ZIEGLER, County Counsel

By 

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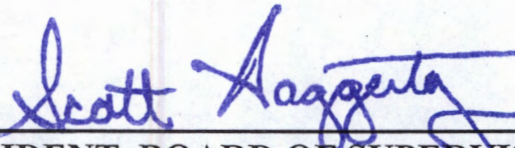
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