

**Human Resource Services**

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April 5, 2018

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: ADOPT SALARY ORDINANCE AMENDMENTS**

Dear Board Members:

**Recommendation:**

Adopt the following Salary Ordinance Amendments:

- A. Establish a footnote for one Administrative Specialist II 0219SM in the General Services Agency (GSA);
- B. Amend Section 3-13.19 to change the position eligible to receive the additional compensation from 0460MA Departmental Personnel Officer I, to 0468SM Disability Program Supervisor;
- C. Establish Section 3-16.6 to specify salary administration criteria for the classification of 1007EM Deputy Registrar of Voters; and
- D. Delete Sections 3-12.26, 3-17.25, 3-18.9, 3-18.21, 3-18.29, 3-18.30, 3-20.7, 3-21.32, 3-21.47, 3-21.53, 3-21.60, 3-21.69, and 3-21.70 for various County Departments/Agencies.

**Discussion/Findings:**

We are recommending establishing a footnote, of five percent additional compensation, for one position of 0219MA, Administrative Specialist II, in the General Services Agency (GSA) when assigned duties in addition to the regular assignment, including responsibility for overseeing the construction procurement process, ensuring compliance with California's Public Contracting Codes and managing the project status system for Capital Programs.

On June 30, 2015 a footnote of five percent additional compensation was established by your Board, to allow increased compensation for one position of 0460MA Departmental Human Resources Officer in the Human Resource Services Department for managing the re-entry program activities within the department, which included activities in support of the backgrounds and clearance processes tied to the program. These responsibilities are now assigned to one position of 0468SM, Disability Program Supervisor. We are recommending amending the existing language to apply this additional compensation to the appropriate job code effective March 11, 2018.

Additionally, we are recommending changing the existing classification of 1007EM Deputy Registrar of Voters from a step class to a deep class and establishing Salary Ordinance Section 3-16.6 to specify salary administration criteria for this position.

Lastly, we are recommending deleting Salary Ordinance Sections 3-12.26, 3-17.25, 3-18.9, 3-18.21, 3-18.29, 3-18.30, 3-20.7, 3-21.32, 3-21.47, 3-21.53, 3-21.60, 3-21.69, and 3-21.70 all of which contain expiration dates which have passed and/or are no longer applicable. The impacted labor organizations, Service Employees International Union (SEIU) Local 1021, Alameda County Management Employees Association (ACMEA) and International Federation of Professional Technical Engineers (IFPTE) - Professional Association of County Employees (PACE) Local 21 have not objected to the deletion of these expired or obsolete footnotes and the respective County Departments/Agencies have been notified and have agreed to proceed with the deletion of the footnotes.

**Financing:**

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

Very truly yours,

Joe Angelo, Director,  
Human Resource Services

JA:my  
Z:\Board Letters\4 17 2018\Salary Ordinance Amendments (GSA, HRS, Deletions, Salary Admin Criteria)

cc: CAO  
Auditor-Controller  
County Counsel  
County Librarian  
Director, Department of Child Support Services  
Director, General Services Agency  
Director, Health Care Services Agency  
Director, Information Technology Department  
Director, Social Services Agency  
Public Defender  
Sheriff

Approved as to Form  
DONNA ZIEGLER, County Counsel

By 

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2017 – 2018  
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

**Article 3, Section 3-11** of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note to be effective on the date shown:

- 3-11.26      Effective May 20, 2018, not to exceed one position of Job Code 0219PA, Administrative Specialist II, when assigned, in addition to the regular assignment, responsibility of overseeing the construction procurement process, ensuring compliance with California's Public Contracting Codes and managing the project status system for Capital Programs, shall receive an additional five percent compensation. This footnote will sunset effective January 26, 2019.

SECTION II

**Article 3, Subsection 3-13.19** of the County of Alameda Salary Ordinance is hereby amended by the underlined language to be effective on the date shown:

- 3-13.19      ~~Effective July 5, 2015~~ Effective March 11, 2018, not to exceed one position of Job Code ~~0460MA, Department Personnel Officer - I~~ 0468SM, Disability Program Supervisor, when assigned overall program coordination responsibility over the County's Re-entry Program shall receive an additional 5% compensation (BOS approved, 6/30/15)

SECTION III

**Article 3, Section 3-16** of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note to be effective on the date shown:

- 3-16.6      Effective May 20, 2018, the salary for positions under Job Code 1007EM shall not be subject to the Five Step Plan. Salary increases within the range of salaries shown, for positions under Job Code 1007EM, require the approval of the Human Resource Services Department, the 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.

SECTION IV

**Article 3, Sections 3-12, 3-17, 3-18, 3-20 and 3-21** of the County of Alameda Salary Ordinance is hereby amended by the deletion of the following subsections:

3-12.26 - Persons employed under Job Code 5383 on or before September 5, 1987, when qualified and assigned to perform a full range of duties in a general medical setting (as opposed to a specialty clinic setting) shall be compensated at the fifth step of the salary range for that class. This note will be in effect only until employees covered by this note have completed the time requirements for advancement to the fifth step as set forth in Section 4-1 of this ordinance.

3-17.25 - Effective May 13, 2001, the person occupying the position under Job Code 0465SM, when assigned the responsibility for the unique pre-employment activities for badge personnel, shall receive an additional 8 percent compensation.

3-18.21 - Effective December 1, 1999 through November 30, 2004, any employee under Job Code 6740, 6745 or 6750SM, who meets the provisions of the Pilot School Loan Forgiveness Program Policy and Procedures adopted by the Board of Supervisors on December 5, 2000, and revised on July 23, 2002, may be reimbursed according to the reimbursement schedule contained in that Policy and

Procedures. The first reimbursement shall be payable in December 2000 with subsequent reimbursements payable each December of 2001 through 2007. In addition, any employee who resigns or is terminated or who accepts a position in the Social Services Agency or the County other than in the Job Code numbers in this note will no longer be eligible for this program and will be obligated to repay the County as set forth in the Policy and Procedures.

3-18.29 Not to exceed two employees under Job Code 6745 assigned responsibility for quality assurance to insure Agency compliance with the provisions of the American Safe Families Act (AFSA) shall receive an additional 5 percent compensation. The compensation authorized by this footnote will terminate when an appropriate new classification is adopted incorporating these responsibilities, or these responsibilities are assigned to another job class, or on September 26, 2005, whichever occurs first.

3-18.30 Not to exceed one person under Job Code 6045SM, when assigned to develop and refine the operational, practice and monitoring guidelines to support the implementation of the American Safe Families Act (ASFA), shall receive an additional 5 percent compensation. The compensation authorized by this footnote will terminate if the employee initially assigned this responsibility leaves this position or on September 1, 2004, whichever occurs first.

3-20.7 - Employees assigned to classes with the following Job Codes in the Information Technology Department shall be compensated as set forth in this note:

Employees in Job Code 1809 shall be compensated at the salary schedule for Job Code 1792,

Employees in Job Code 1810 shall be compensated at the salary schedule for Job Code 1793,

Employees in Job Code 1811 shall be compensated at the salary schedule for Job Code 1794,

Employees in Job Code 1812 shall be compensated at the salary schedule for Job Code 1795.

3-21.32 - Any person occupying a position under Job Code 8578CA, 8579CA, 8581SM, 8584SM, or 8585SM, when certified as having met the criteria for eligibility established for the Public Defender's Training Incentive Program, in Appendix D of the Memorandum of Understanding between the County and ACMEA (General Government Unit) shall for one year, effective on the July 1st immediately following the certification of completion, be compensated an additional 7.0 percent which shall be renewable each fiscal year upon completion of 30 hours or 3 units of Department Head-approved seminars or courses prior to such renewal. This note shall be in full force and effect for the term of the 1996-2001 Alameda County Management Employee Association, General Government Unit Memorandum of Understanding.

The provisions of this note shall be extended without interruption until the expiration date of the 2001-2005 Alameda County Management Employees Association, General Government, Memorandum of Understanding. Under no circumstances shall the compensation authorized by this note exceed 7 percent.

3-21.47 - Not to exceed one person under Job Code 4178SM, when assigned in writing by the County Librarian and approved by the County Administrator and the Director of Human Resource Services to manage a major Library construction project funded under the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, shall receive an additional 10 percent compensation. The compensation authorized by this note will cease on the completion of the project or on February 28, 2003, whichever occurs first.

3-21.53 - Not to exceed one person occupying a position under Job Code 0305, Program Specialist, in the Department of Child Support Services, while under contract to the State of California pursuant to an employee loan contract between the County and the State of California, reimbursing the County of Alameda for the cost of the employee, shall receive an additional \$504 biweekly. The compensation authorized by this note will terminate no later than December 31, 2005.

3-21.60 One person occupying a position under Job Code 1402, when assigned and spending at least 25 percent of his/her time in the planning, developing, implementing and administering training materials, shall be compensated an additional 5 percent. This recommendation shall have a sunset date of August 31, 2005.

3-21.69 - Not to exceed one person occupying a position in Job Code 1402, when assigned and spending at least 35 percent of his/her time assisting with the department-wide system conversions (i.e., performing account audits, working on special projects resulting from conversion issues, participating in testing and validating new systems, and providing technical training to staff), shall be compensated an additional 5 percent compensation. This footnote shall have a sunset date of December 31, 2008.

3-21.70 - Effective September 10, 2006, persons employed under Job Code 1165, 1166, or 1167 (Child Support Assistant I, II, & III) that are assigned to either the Legal or Establishment Units shall receive an additional five percent compensation for specialized legal work that requires qualifying as Deputy Court Clerks and specific knowledge of the rules and required time frames to process the legal documents used in the Department. This footnote shall have a sunset date of December 30, 2006.

## SECTION V

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