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**Human Resource Services**

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June 2, 2020

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 DELETE 20 CLASSES & ESTABLISH THE CLASSES OF REAL ESTATE PROGRAM MANAGER (#9702PA), FORENSIC PATHOLOGIST (#5151PA), SHERIFF'S OFFICE PILOT, SAN (#8561N), & SHERIFF'S OFFICE CHIEF PILOT, SAN (#8562N); 2) AMEND SUBSECTIONS 3-11.9, 3-12.12, 3-17.36, 3-20.2, & 3-21.49; & 3) DELETE SUBSECTION 3-21.83.

Dear Board Members:

**RECOMMENDATION:**

Adopt Salary Ordinance amendments to:

- i. update Article 1, Section 1-1 (Pay Rate Schedules), Subsection 1-1.1 to delete 20 abolished classifications and to establish four (4) new classifications of: 1) Real Estate Program Manager (Job Code #9702PA) located in the General Services Agency ("GSA"); and 2) Forensic Pathologist (Job Code #5151PA), 3) Sheriff's Office Pilot, Services As Needed (SAN) (Job Code #8561N), and 4) Sheriff's Office Chief Pilot, SAN (Job Code #8562N) located in the Alameda County Sheriff's Office ("ACSO"), effective June 14, 2020;
- ii. amend Article 3, subsections 3-11.9, 3-12.12, 3-17.36, 3-20.2, and 3-21.49 to either delete reference of the abolished classifications or add salary administration criteria for the four (4) new classifications as listed above; and
- iii. delete Article 3, subsection 3-21.83 in its entirety as the referenced classification is being abolished.

**DISCUSSION/SUMMARY:**

On May 6, 2020, the Civil Service Commission approved the recommendation to submit to your Board for approval to abolish 20 Unrepresented classifications. Of the 20 classifications listed, two (2) are part of the Alameda County ("County") Children and Families Commission, which established itself as a separate entity from the County in 2004. The other 18 classifications recommended for abolishment are obsolete because either 1) it is no longer used; 2) the respective agencies/departments will not use the classification in the foreseeable future, and/or 3) it belonged to a classification series which has been reclassified. The respective agencies/departments were contacted and agreed to abolishing the said 20 Unrepresented classifications. As these are all Unrepresented classifications, no offer to meet and confer with any labor organization was required. In addition, as part of this recommendation to abolish the said 20 Unrepresented classifications, staff also recommends amending subsections 3-12.12, 3-20.2, and 3-21.49 of Article 3 of the Salary Ordinance to delete reference of said abolished classifications; as well as deleting subsection 3-21.83 of Article 3 in its entirety as the referenced classification is being abolished.

Staff also recommends establishing one (1) new classification of Real Estate Program Manager, Job Code ("JC") #9702SM in GSA, effective June 14, 2020. The creation of this classification was requested by GSA to manage the County's general fund real property program, including acquisition, disposal and leasing of real property for County purposes and the allocation of space to County departments. The Real Estate Program Manager is the first-line supervisor that oversees the Real Estate Projects Manager (JC #9695MA) classification and reports to the Strategic Facilities and Capital Planning Manager (JC #2220SM). The scope of work and requirements warrant a distinct classification separate from the Facilities Manager (JC

#9690EM) classification, which is the classification currently used. In addition, staff recommends amending Article 3, Section 3-11, subsection 3-11.9 of the Salary Ordinance to include salary administration criteria for this new classification, effective June 14, 2020.

Further, staff recommends establishing three (3) new classifications of 1) Forensic Pathologist (JC #5151PA) in ACSO, Coroner's Bureau, and 2) Sheriff's Office Pilot, SAN (JC #8561N), and 3) Sheriff's Office Chief Pilot, SAN (JC #8562N) in ACSO Aviation Division, effective June 14, 2020. The creation of these classifications was requested by ACSO. Specifically, the new classification of Forensic Pathologist (JC #5151PA) is created to perform examinations and autopsies to determine cause of death, crime scene examinations; and provide professional medical consultations, expert witness testimony, and general pathology services. These forensic job functions had been performed by an outside agency; however, given its operational needs and to provide responsive and effective services, ACSO determined that it was essential to make this function an integral part of ACSO. The Forensic Pathologist classification reports to the Chief Forensic Pathologist (JC #5149PA). In addition, two (2) new non-sworn classifications of Sheriff's Office Pilot, SAN (JC #8561N) and Sheriff's Office Chief Pilot, SAN (JC #8562N) are created to provide ongoing aviation support to ACSO. Historically, the Aviation Division had been staffed with independent contractors, and ACSO has determined that it is imperative to have internal staff to provide support in the Aviation Division. The Sheriff's Office Pilot, SAN (JC #8561N) classification operates aircraft and provides aerial support for law enforcement activities, and the Sheriff's Office Chief Pilot, SAN (JC #8562N) oversees the operations of the aviation department which includes managing and coordinating the use of aviation assets and pilot personnel, performing various airborne law enforcement functions, and ensuring the safety of operational procedures of an aircraft. The Sheriff's Office Pilot, SAN (JC #8561N) reports to the Sheriff's Office Chief Pilot, SAN (JC #8562N), who reports to the Law Enforcement Services Division Commander (JC #8635SM). In addition, staff recommends amending the Article 3, Section 3-17, subsection 3-17.36 of the Salary Ordinance to include salary administration criteria for these three (3) classifications, effective June 14, 2020.

**FINANCING:**


Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

**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-2020-31

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2019 – 2020  
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 by the deletion of the following job codes, titles and salaries, to be effective on June 14, 2020.

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
1285	NM	Election Canvasser	054					30.00	X
1808	SM	Data Processing Supervisor	U15	2,303.20	2,420.00	2,530.40	2,668.00	2,795.20	X
1815	PA	Data Network Design Specialist	U15	2,556.80				3,507.20	X
1831	SM	Deputy Director, DP Planning & Control	U15	4,846.40				6,476.80	X
1834	SM	Assistant Manager, Computer Operations	U15	3,076.00				4,250.40	X
1844	SM	Manager, Data Processing Technical Services	U15	4,365.60				5,833.60	X
3100	PA	Staff Attorney	U65	4,366.40	4,584.00	4,812.80	5,055.20	5,308.00	X
4184	PA	Deputy of Administrative Services, County Library	U50	4,958.40				6,032.80	X
5012	PA	Community Outreach Coordinator, Alameda County Children and Families Commission	067	2,984.00				3,628.00	X
5019	SM	Child Development Corps Coordinator, Alameda County Children and Families Commission	067	2,730.40				3,334.40	X
5130N	NM	Physician Specialist SAN	042					66.15	X
5342	SM	Authorization Services Coordinator	U45		4,521.60	4,750.40	5,084.00	5,432.80	X
5556	SM	Supervising Chemist	U15	3,530.40	3,699.20	3,876.80	4,059.20	4,254.40	X
5790	SM	Chief, Environmental Health Field Operations	U45	4,625.60	4,829.60	5,057.60	5,277.60	5,538.40	X

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
5793	SM	Chief, Environmental Health Administration & Technical Services	U45	4,625.60	4,829.60	5,057.60	5,277.60	5,538.40	X
5818	SM	Occupational Therapist III	U45	3,836.80	4,023.20	4,219.20	4,425.60	4,656.00	X
5843	SM	Physical Therapist III	U45	3,836.80	4,023.20	4,219.20	4,425.60	4,656.00	N
6493	SM	Senior Mental Health Specialist	U45	2,905.60	3,032.00	3,172.00	3,331.20	3,483.20	N
6501	NM	Youth and Family Services Therapist I	039	1,943.25	2,041.50	2,143.50	2,249.25	2,362.50	N
6503	NM	Youth and Family Services Associate Clinical Social Worker	039	1,347.00	1,413.75	1,484.25	1,557.75	1,635.00	X

## SECTION II

**Article 1, Section 1-1, Subsection 1-1.1** of the County of Alameda Salary Ordinance is hereby amended by the addition of the following job codes, titles, and salaries, to be effective on June 14, 2020.

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
9702	SM	Real Estate Program Manager	U15	4056.00				5688.80	X
0236	SM	Transportation and Parking Manager	U15	2871.20				3848.00	X
5151	PA	Forensic Pathologist	U15	10,233.60				12,432.00	X
8561N	PA	Sheriff's Office Pilot, SAN	U15	82.30				100.00	X
8562N	SM	Sheriff's Office Chief Pilot, SAN	U15	102.88				125.00	X

## SECTION III

**Article 3, Subsections 3-11.9, 3-12.12, 3-20.2, and 3-21.49** of the County of Alameda Salary Ordinance are hereby amended as follows:

3-11.9 - Persons occupying positions under Job Codes 0176PA, 0178SM, 0185SM, 0193EM, 0236SM, 0421SM, 0451SM, 2218SM, 2219SM ~~(effective September 23, 2007)~~, 7425SM, 9445SM, 9689M ~~(effective 6/27/10)~~, 9690SM, 9691PA, 9692SM, 9693PA, 9695MA, 9698PA, ~~or 9699SM, or 9702SM~~ may be compensated at any biweekly amount in the salary range for that class as determined by the Director, General Services Agency, ~~and add Job Code 0185SM (effective 11/6/16), and add Job Code 0193EM (effective January 29, 2017), and Job Code 0451SM (effective 11/5/17).~~

3-12.12 - Employees occupying positions under Job Codes 5743N, 6491, 6491N, and 6492 ~~and 6493SM~~ shall be compensated an additional ten 40 percent (10%) when licensed and assigned to administer medications.

3-20.2 – Salary increases for positions under Job Codes 0605PA, 1813SM, 1814SM, ~~1815PA,~~ 1816PA, 1817PA, 1818PA, 1824PA, 1826MA, 1827MA, 1829SM, ~~1831SM,~~ 1833SM, ~~1834SM,~~ 1835SM, 1836PA, 1837SM, 1838SM, 1843PA, ~~1844SM,~~ 1845EM, 1846PA, 1847EM, 1851PA, 1852PA, 1854PA, 1855PA, 1856PA, 1857PA, 1863PA, 1866PA, 1867PA, 1868PA require the approval of the Human Resource Services Department, 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.

3-21.49 - Persons occupying positions under Job Codes 5011PA, ~~5012PA~~, 5013CA, 5015CA, 5016PA, 5018SM, ~~5019SM~~, 5020, 5021, 5022, 5025PA, 5027PA, and 5028PA, may be compensated at any biweekly amount within the range of salaries shown for those classifications as determined by the Alameda County Children and Families Commission.

#### SECTION IV

**Article 3, Subsection 3-21.83** of the County of Alameda Salary Ordinance is hereby deleted in its entirety as follows:

~~3-21.83—Effective March 7, 2010, not to exceed one person employed under Job Code 4184PA may be compensated at any salary within the salary range of the respective job class as determined by the Agency/Department Head. (BOS approved 2/23/10)~~

#### 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 **9<sup>th</sup>** day of **June, 2020**, to wit:

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

**NOES:** None

**EXCUSED:** None



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**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30447

Agenda No: 16

Document No: O-2020-31



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. Bailey  
Deputy