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Human Resource Services

June 13, 2023

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE 1) SUBSECTION 1-1.1 ESTABLISH ONE (1) NEW CLASSIFICATION OF CLERK-RECORDER AND COLLECTION SUPERVISOR (JOB CODE (“JC”) 1431; AND 2) EXPAND SUBSECTION 3-15.9 TO INCLUDE JC #s 2510 AND 2518

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish one (1) new classification of Clerk-Recorder and Collection Supervisor (JC #1431) located in the Auditor-Controller/Clerk-Recorder Agency (“Auditor’s Agency”) effective June 25, 2023; and
- ii. Expand Article 3, Section 3-15 (Public Works), subsection 3-15.9, to include the classifications of Assistant Right Of Way Agent (JC #2510) and Assistant Chief Right Of Way Agent (JC #2518) eligible for the additional seven percent (7%) compensation of base pay when employees in said classifications possess and maintain the Senior Right-of-Way Professional Designation (“SR/WA”) certification offered by the International Right-of-Way Association effective June 25, 2023.

DISCUSSION/SUMMARY:

The Auditor’s Agency requested the creation of a new classification of Clerk-Recorder and Collection Supervisor (JC #1431) to combine and streamline four (4) first-line supervisory classifications of 1) Clerk-Recorder Supervisor I (JC #1525), 2) Clerk-Recorder Supervisor II (JC #1526), 3) Collection Supervisor I (JC #1428), and 4) Collection Supervisor II (JC #1430). Said new classification will allow the Auditor’s Agency flexibility to assign and utilize the supervisory classification across functional units in the Clerk Recorder’s Office and Central Collection Division, to plan, coordinate, assign, and evaluate the work and operations of various units comprised of various classifications (Auditor Associate I/II/III, Collection Enforcement Deputy I/II, and/or Financial Hearing Officer) Agency. The new job classification of Clerk-Recorder and Collection Supervisor was approved by the Civil Service Commission on January 25, 2023. The proposed new salary will be set based on internal relationship at five percent (5%) above the classification of Collection Supervisor II (JC# 1430) given the added responsibilities and expanded span of control of said new classification. Staff met and conferred with the Alameda County Management Employees Association (“ACMEA”) and reached agreement on May 10, 2023. As such, staff recommends approval of the new classification of creation of the Clerk-Recorder and Collection Supervisor (JC #1431) with the salary as outlined in the attached Salary Ordinance.

In addition, PWA requested to amend subsection 3-15.9 of the Salary Ordinance to include the classifications of Assistant Right Of Way Agent (JC #2510) and Assistant Chief Right Of Way Agent (JC #2518) eligible for the additional seven percent

(7%) compensation of base pay when employees in said classifications possess and maintain the Senior Right-of-Way Professional Designation ("SR/WA") certification offered by the International Right-of-Way Association effective June 25, 2023. Staff concurs with this request and as an effort to promote this specialized field and to incentivize and retain experienced employees to obtain the SR/WA certification, staff recommends amending subsection 3-15.9 of the Salary Ordinance as outlined in the attached amendment.

FINANCING:

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendations.

VISION 2026 GOAL:

The recommendation meets 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:

Margarita Zamora

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Margarita Zamora, Acting Director
Human Resource Services

c: CAO
County Counsel
Auditor-Controller
Director, PWA

By 
Kristy van Herick, Asst. County Counsel

O-2023-26

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2022-2023
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 thereto of the following job code, title and salary effective on June 25, 2023:

Item	MC	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA
<u>1431</u>	<u>SM</u>	<u>Clerk-Recorder and Collection Supervisor</u>	<u>R15</u>	<u>3760.00</u>	<u>3948.00</u>	<u>4145.60</u>	<u>4352.80</u>	<u>4570.40</u>	<u>X</u>

SECTION II

Article 3, Section 3-15, Subsection 3-15.9 of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-15.9 – ~~Any person employed under~~ Employees in Job Codes 2510, 2515, and 2518 who possesses and maintains the Senior Right-of-Way ~~Professional designation~~ Designation ("SR/WA") certification conferred ~~offered~~ by the International Right-of-Way Association shall receive an additional ~~7-seven~~ seven percent (7%) compensation as follows:

1. Effective the date of hire with submission of written proof of SR/WA designation ~~certification~~, or
2. Effective the first full pay period immediately following written submission of proof of ~~designation~~ SR/WA certification to the Public Works Agency ~~Personnel~~ Human Resources Office.

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 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 27th day of **June, 2023**, to wit:

AYES: Supervisors Carson, Haubert, Marquez, Tam & President Miley – 5

NOES: None

EXCUSED: None

Mark Miley

PRESIDENT, BOARD OF SUPERVISORS

File No: 30982
Agenda No: 46
Document No: O-2023-26



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