

SECOND READING - CONTINUED FROM 06/15/2021



AGENDA NO. _____ June 15, 2021

1401 Lakeside Drive, Suite 200

Oakland, CA 94612-4305

TDD: (510) 272-3703

Human Resource Services

June 15, 2021

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO: 1) AMEND SUBSECTION 1-1.1 TO ESTABLISH THE CLASS OF ASSESSOR'S EXTERNAL AFFAIRS MANAGER (JC #0323SM) AND CORRECT THE SALARY RATE FOR THE CLASS OF AUDIO VISUAL ENGINEER (JC #9212PA); 2) ADD SUBSECTION 3-2.6 TO ESTABLISH SALARY ADMINISTRATION CRITERIA FOR JC #0323SM; AND 3) AMEND SUBSECTION 3-12.91 TO CORRECT REFERENCE OF JC #6640NM TO JC #6492NM DUE TO AN ADMINISTRATIVE ERROR

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- A. Amend Article 1, Section 1-1 (Pay Rate Schedules) subsection 1-1.1 to: i) establish one (1) new unrepresented management classification of Assessor's External Affairs Manager, Job Code ("JC") #0323SM, located in the Assessor's Office effective July 11, 2021; and ii) correct the salary rate (Step 1) for the classification of Audio Visual Engineer (JC #9212PA) located in the Information Technology Department ("ITD") retroactive to May 30, 2021;
- B. Amend Article 3, Section 3-2 (Assessor Department), to add new subsection 3-2.6 to establish salary administration criteria for the new unrepresented management classification of Assessor's External Affairs Manager, JC #0323SM, effective July 11, 2021; and
- C. Amend Article 3, Section 3-12 (Health Care Services Agency), subsection 3-12.91 to correct reference from JC #6640NM to JC #6492NM as eligible for the footnote retroactive to December 27, 2020.

DISCUSSION/SUMMARY:

Staff recommends that your Board approve establishing one (1) new unrepresented management classification of Assessor's External Affairs Manager (JC #0323SM), located in the Assessor's Office effective July 11, 2021. The creation of this classification was requested by the Assessor's Office. This is a single-position classification, reporting directly to the Assessor or Chief Deputy Assessor, will oversee multiple program areas within the Assessor's Office including communications, social media strategy and engagement, external legislative policy and fund development. This classification will also manage staff in the Public Relations Unit and oversee the unit's day-to-day functions; as well as, research, develop, and submit grant proposals to local, county, state, federal, and private funding sources; and analyze legislation and legislative programs of interest to the Assessor and the citizens of Alameda County. The Assessor's External Affairs Manager (JC #0323SM) job specification was presented to and approved by the Civil Service Commission on April 21, 2021. In addition, staff recommends adding new subsection 3-2.6 to Article 3, Section 3-2 (Assessor Department) of

the Salary Ordinance to establish salary administration criteria for the classification of Assessor's External Affairs Manager (JC #0323SM) effective July 11, 2021.

In addition, on May 18, 2021, your Board approved an amendment to Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1 to establish two (2) new Unrepresented classifications of Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA) located in ITD effective May 30, 2021. Specifically for the Audio Visual Engineer classification (JC #9212PA), staff noticed an error on the salary rate (Step 1); the salary rate was referenced as \$3108.30 rather than \$3108.80. Therefore, staff recommends that your Board approve a salary rate (Step 1) correction to \$3108.80 for said classification retroactive to May 30, 2021.

Lastly, on January 5, 2021, your Board approved an amendment to Article 3, Section 3-12 (Health Care Services Agency), subsection 3-12.91 to add that employees in the classifications of Mental Health Specialist I (JC #6490NM), Mental Health Specialist II (JC #6491NM) and Mental Health Specialist III (JC #6492NM) will receive additional compensation when they are required to accompany licensed or licensed-eligible clinicians while participating in pre-planned use of force incidents with Alameda County Sheriff's Office sworn staff, when working overtime shifts at Santa Rita Jail. There was an administrative error and such amendment to subsection 3-12.91 referenced an incorrect job code for the classification of Mental Health Specialist III. Specifically, subsection 3-12.91 referenced JC #6640NM rather than JC #6492NM (Mental Health Specialist III). Therefore, staff recommends that your Board approve a correction to subsection 3-12.91 to correct the reference from JC #6640NM to JC #6492NM retroactive to December 27, 2020.

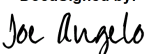
FINANCING:

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 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
- Assessor
- Director, ITD
- Director, HCSA

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

O-2021-31

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 to specify the following job codes, titles and salaries, to be effective on dates as shown below:

Job Code	Eff. Date	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
0323 SM	07/11/2021	Assessor's External Affairs Manager	U15	3832.00				5026.40	X
9212 PA	5/30/21	Audio Visual Engineer	U15	3408.30 3108.80				3966.40	X

SECTION II

Article 3, Section 3-2, subsection 3-2.6 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

3-2.6 – Persons employed under Job Code 0323SM may be compensated at any biweekly amount within the salary range for said classification as determined by the Assessor.

SECTION III

Article 3, Section 3-12, subsection 3-12.91 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-12.91- Effective December 27, 2020, employees in Job Codes 6490NM, 6491NM and 6492NM, assigned to work at Santa Rita Jail ("SRJ"), are required to accompany licensed or licensed-eligible clinicians to participate in pre-planned use of force ("PPUF") incidents with Alameda County Sheriff's Office sworn staff to include crisis intervention, de-escalation and therapeutic needs of a client, shall be compensated an additional 15% of the base pay.

Employees in Job Codes 6490NM, 6491NM and 6492NM6640NM who are not regularly assigned to work at SRJ, but work overtime shifts at SRJ, are required to participate in PPUF incidents, shall be compensated an additional 15% of the base pay when working such shifts.

SECTION IV

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 29th day of **June, 2021**, to wit:

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

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30606

Agenda No: 32

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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. Baugh
Deputy