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Human Resource Services

June 29, 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 ADJUST THE SALARY RANGE STRUCTURE FOR THE CLASSIFICATIONS OF SHERIFF'S OFFICE PILOT (SAN) (JC #8561N) AND SHERIFF'S OFFICE CHIEF PILOT (SAN) (JC #8562N) AND INCREASE THE SALARIES FOR CLASSIFICATIONS OF SUPERVISNG APPRAISER I (JC #2623SM) AND ASSESSOR'S REPRESENTATIVE (JC #2622PA); AND 2) ADD NEW SUBSECTION 3-8.5 (FOOTNOTE FOR JC #3240SM)

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- A. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1 to: i) adjust the salary range structure for the Unrepresented classifications of Sheriff's Office Pilot – Services as Needed (SAN) (Job Code ("JC") #8561N) and Sheriff's Office Chief Pilot (SAN) (JC# 8562N), located in the Alameda County Sheriff's Office ("ACSO"), and ii) increase the salaries for the classifications of Supervising Appraiser I (JC #2623SM) and Assessor's Representative (JC #2622PA), located in the Assessor's Office, effective July 25, 2021; and
- B. Add new subsection 3-8.5 to Article 3, Section 3-8 (County Counsel Department), to establish a footnote for one employee in the Senior Deputy County Counsel (JC #3240SM) classification, when designated, to receive additional compensation of five percent (5%) of the base pay effective July 25, 2021.

DISCUSSION/SUMMARY:

At the request of ACSO, Human Resource Services Department ("HRS"), Personnel Services Division ("PSD") conducted an updated survey of the salary range structure for the classifications of Sheriff's Office Pilot (SAN) (JC #8561N) and Sheriff's Office Chief Pilot (SAN) (JC# 8562N). HRS PSD determined that salary adjustments for said classifications are warranted to align with the salary of other non-sworn pilots serving in a similar capacity for law enforcement agencies throughout the state. As a result, staff recommends that your Board approve adjusting the salary ranges of the Sheriff's Office Pilot (SAN) (JC #8561N) and Sheriff's Office Pilot (SAN) (JC# 8562N) classifications as reflected in the Salary Ordinance amendment.

In addition, we recommend increasing the salaries for two (2) classifications of Supervising Appraiser I (JC #2623SM) and Assessor's Representative (JC #2622PA) in the Assessor's Office, represented by the ACMEA General Government Unit, due to compaction and promotional opportunity for the classification of Appraiser III (JC #2620NM). Further, we recommend increasing the salary for the Assessor's Representative (JC #2622PA) classification due to an administrative error. As such, staff recommends increasing the salary of Supervising Appraiser I (JC #2623SM) by approximately 9.54% and Assessor's Representative (#2622PA) by approximately 0.26% to align the salaries to the classification of Training Officer, Assessor (JC #2624PA) effective July 25, 2021.

Lastly, staff recommends that your Board approve establishing one (1) new footnote for one (1) employee in the unrepresented classification of Senior Deputy County Counsel (JC #3240SM) in OCC. The new footnote provides an additional compensation of five percent (5%) of the base pay for said employee, when designated by the appointing authority, and assigned, in addition to their regular assignment, to monitor and ensure compliance with the California State Bar education accreditation, coordinate training for new attorneys, and oversee the mentoring program for the Summer and Graduate Law Clerks, effective July 25, 2021.

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 the recommendations.

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
- Sheriff
- Assessor

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

O-2021-33

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2020 – 2021
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 read as follows effective July 25, 2021:

		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
8561	PA	Sheriff's Office Pilot (SAN)	U15	84.97 <u>56.00</u>				103.25 <u>64.00</u>	X
8562	SM	Sheriff's Office Chief Pilot (SAN)	U15	106.22 <u>59.00</u>				129.06 <u>67.20</u>	X
2622	PA	Assessor Representative	R15	3492.00 <u>3504.00</u>	3674.40 <u>3681.60</u>	3849.60 <u>3858.40</u>	4044.80 <u>4055.20</u>	4242.40 <u>4253.60</u>	X
2623	SM	Supervising Appraiser I	R15	3196.80 <u>3504.00</u>	3362.40 <u>3681.60</u>	3524.00 <u>3858.40</u>	3702.40 <u>4055.20</u>	3883.20 <u>4253.60</u>	X

SECTION II

Article 3, Section 3-18, Subsection 3-8.5 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

3-8.5 - Effective July 25, 2021, not to exceed one (1) employee in Job Code 3240SM, when designated by the appointing authority, and assigned, in addition to their regular assignment, to perform California State Bar education accreditation compliance and organization, coordination of training for new attorneys, and oversight of the mentoring program for the Summer and Graduate Law Clerks, shall receive an additional five percent (5%) compensation of the base pay.

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 13th day of July, 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: 44
Document No: O-2021-33



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