



Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

**Human Resource Services**

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July 13, 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 STEPS FOR THE CLASSIFICATION OF VETERANS SERVICES REPRESENTATIVE (JC #1476NM); AND 2) RE-ESTABLISH AND AMEND SUBSECTION 3-19.18 (FOOTNOTE FOR BUSINESS LICENSE TAX AUDITOR (JC #0161NM))

Dear Board Members:

**RECOMMENDATIONS:**

Adopt Salary Ordinance amendments to:

- A. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1 to adjust the salary steps by 25% for the classification of Veterans Services Representative (“VSR”) [Job Code (“JC”) 1476NM] located in the Social Services Agency (“SSA”) effective July 25, 2021; and
- B. Update Section 3-19 (Tax Collector - Treasurer Department) of Article 3, to re-establish and amend subsection 3-19.18, a footnote for one (1) employee in the classification of Business License Tax Auditor (JC #0161NM), when assigned lead functions, to receive additional compensation of five percent (5%) of the base pay effective July 25, 2021.

**DISCUSSION/SUMMARY:**

The SSA requested that Human Resource Services Department (“HRS”), Personnel Services Division (“PSD”) review the salary for the classification of VSR (JC #1476NM) given that two (2) recruitment processes did not yield sufficient qualified candidates for SSA to fill five (5) current vacant VSR positions. HRS PSD conducted a salary survey of the five (5) Bay Area counties and found that the salary for the VSR classification is approximately 29% below market median. Therefore, to ensure competitiveness in the job market as well as successful recruitment(s), HRS PSD determined that a salary adjustment for said classification is warranted. As a result, staff recommends that your Board approve adjusting the salary steps of the VSR classification (JC #1476NM) by 25% effective July 25, 2021, as reflected in the Salary Ordinance amendment.

In addition, at the request of the Treasurer-Tax Collector’s Office (“TTCO”), staff concurs and recommends that your Board approve re-establishing and amending a footnote (subsection 3-19.18 of the Salary Ordinance) for one (1) employee in the classification of Business License Tax Auditor (JC #0161NM) to receive an additional five percent (5%) compensation. The additional compensation will be authorized when the employee is assigned to perform lead duties in the Business License Tax Unit and serve as the Office Manager in the Hayward Office in the absence of the Supervisor. Said footnote was originally created effective September 23, 2018, with a sunset date of September 19, 2020, and automatically sunsetted from the Salary Ordinance effective September 19, 2020. However, TTCO determined that they have an ongoing and permanent need for the Business License Tax Auditor to function in said capacities in that office and will be working with HRS PSD to create a new classification that will be inclusive of lead functions. Staff further recommends for the footnote to expire after one (1) year, which

will allow HRS PSD adequate time to work with TTCO to create the new classification. Thus, said footnote will sunset on July 23, 2022 and shall be deleted from the Salary Ordinance upon the sunset date.

**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
- Director, SSA
- Treasurer-Tax Collector

By   
Kristy van Herick, Asst. County Counsel

O-2021-35

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 for the following job code, title and salary, to be effective July 25, 2021.

Job Code	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status	
1476	NM	Veterans Services Representative	006	<del>2111.25</del> <u>2724.75</u>	<del>2198.25</del> <u>2837.25</u>	<del>2296.50</del> <u>2964.75</u>	<del>2397.75</del> <u>3094.50</u>	<del>2504.25</del> <u>3232.50</u>	N

**SECTION II**

**Article 3, Section 3-19, Subsection 3-19.18** of the County of Alameda Salary Ordinance is hereby re-established and amended, to read as follows:

**3-19.18** - Effective ~~September 23, 2018~~July 25, 2021, not to exceed one (1) ~~position under~~employee in Job Code 0161NM, when assigned to performing lead duties in the Business License Tax Unit of the Treasurer-Tax Collector Department on an on-going basis, and ~~serve~~as the Office Manager in the Hayward Office in the absence of the supervisor, shall receive an additional five percent (5%) compensation of the base pay. This footnote shall sunset on ~~September 19, 2020~~July 23, 2022 and shall be deleted from the Salary Ordinance upon the sunset date.

**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 **20<sup>th</sup>** day of **July, 2021**, to wit:

**AYES:** Supervisors Chan, Haubert, Miley & President Carson – 4

**NOES:** None

**EXCUSED:** Supervisor Valle – 1



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30606  
Agenda No: 20  
Document No: O-2021-35



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