
July 23, 2024

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

SUBJECT: ADOPT 1) SALARY ORDINANCE AMENDMENT TO UPDATE SUBSECTION 1-1.1 TO CORRECT THE SALARY FOR JOB CODE ("JC") 0495 AND UPDATE REP UNIT FOR JC 2219) AND 2) MEMORANDUM OF UNDERSTANDING ORDINANCE AMENDMENT FOR ACCRETION OF JC 2219

Dear Board Members:

RECOMMENDATIONS:

1. Adopt a Salary Ordinance amendment to update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to: i) correct the salary for the classification of Supervisor's Assistant (Job Code ("JC") 0495) retroactive to May 12, 2024, and ii) update the Representation Unit for the classification of Program Manager, Detention Facilities (JC 2219) from U15 to R30 effective August 18, 2024.
2. Adopt an Ordinance amending the November 13, 2022, through November 22, 2025, Memorandum of Understanding ("MOU") between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO Civil Engineers Management Unit ("CEMU") and County of Alameda ("County") to add the classification of Program Manager, Detention Facilities (JC 2219) in Representation Unit R30 effective August 18, 2024.

DISCUSSION/SUMMARY:

On April 16, 2024, your Board approved to increase the salary for the Supervisor's Assistant (JC 0495) classification, along with other Unrepresented M-designated and non-management related management classifications by six percent (6%) effective May 12, 2024. Subsequently, on June 4, 2024, staff recommended and your Board approved to increase the minimum salary rate for the classification of Supervisor's Assistant (JC 0495), exempt from the Fair Labor Standards Act ("FLSA") to \$32.00 to meet the salary threshold test of twice the State of California ("State") minimum wage standard retroactive to January 1, 2024. To apply the six percent (6%) increase correctly for the minimum salary rate for said classification, it should be based on the minimum salary rate of \$32.00. As such, staff recommends correcting the minimum hourly salary rate of the Supervisor's Assistant classification (JC 0495) from \$32.00 to \$33.92 (or \$2713.60 biweekly) retroactive to May 12, 2024.

In addition, on June 5, 2024, the Human Resource Services Department ("HRS") received an accretion authorization petition (petition for union representation) from the incumbent in the single-position classification of Program Manager, Detention Facilities (JC 2219) for representation by CEMU. Staff evaluated said petition, and on June 12, 2024, notified the incumbent and CEMU that said classification is appropriate for representation by CEMU (Representation Unit R30), and that if they wished to be placed into a different representation unit, to contact staff within 10 days of the date of the notice. Staff did not receive a response, and on June 24, 2024, notified CEMU confirming a recommendation will be made to your Board. As such, staff recommends amending the November 13, 2022, through November 22, 2025, MOU between CEMU and the County to include the classification of Program Manager, Detention Facilities (JC 2219)

in Representation Unit R30 effective August 18, 2024, and the Salary Ordinance subsection 1-1.1 by updating the Representation Unit from U15 to R30 effective the same date.

SELECTION CRITERIA:

N/A

FINANCING:

Funds are available in the 2024-2025 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation(s), as applicable.

VISION 2026 GOAL:

The recommendations 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:

Margarita Zamora

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Margarita Zamora, Interim Director
Human Resource Services

cc: CAO
Auditor-Controller
Director, GSA

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2023-2024
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 codes, titles, and salaries effective on the date as shown below:

Job Code	MC	Classification Title	Unit Code	Eff Date	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	FLSA Status
0495	CA	Supervisor's Assistant	U50	5/12/24	2713.60				5809.60	X
2219	SM	Program Manager, Detention Facilities	R30	8/18/24	5436.00				7587.20	X

SECTION II

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.

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING
THE NOVEMBER 13, 2022 THROUGH NOVEMBER 22, 2025
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
INTERNATIONAL FEDERATION OF PROFESSIONAL AND
TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO
CIVIL ENGINEERS MANAGEMENT UNIT (CEMU)
AND THE
COUNTY OF ALAMEDA

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Appendix A – Job Classifications and Salaries in the November 13, 2022 through November 22, 2025 Memorandum of Understanding between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO Civil Engineers Management Unit (CEMU) and the County of Alameda, applicable to employees in Representation Unit R30, is hereby amended by the addition thereto of the following job code, title, and salary, to be effective August 18, 2024.

Job Code	MC	Unit Code	Classification Title	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
2219	SM	R30	Program Manager, Detention Facilities	5436.00				7587.20	X

SECTION II

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