



Human Resource Services

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Oakland, CA 94612-4305
TDD: (510) 272-3703

July 5, 2016

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt a Salary Ordinance amendment to (1) amend Sections 3-16.1, 3-16.2 and 3-16.4 in the Registrar of Voters Department, Sections 3-18.4 and 3-18.5 in the Social Services Agency, and Section 3-20.10 in the Information Technology Department; (2) establish a footnote for one position of Administrative Associate in the County Administrator's Office (3) adjust the salaries for seven County-wide Information Technology classifications and the County-wide position of Geographic Systems Analyst; (4) adjust the salaries for the Physician IV and Physician V classifications in the Health Care Services Agency, and for the Elections Division Manager within the Registrar of Voters Department and three Department Head positions; (5) establish the new job classifications of Senior Code Enforcement Investigator in the Community Development Agency, Supervising Elections Technician in the Registrar of Voters Department, and Sheriff's Multimedia Services Manager in the Alameda County Sheriff's Office; and (6) establish the new classification series of Family Support Care Coordinator, Family Support Case Manager, and Senior Family Case Manager within the Public Health Department.

Discussion/Findings:

The Human Resource Services (HRS) Department recommends a Salary Ordinance amendment to three Salary Ordinance Sections. First, HRS recommends an amendment to Salary Ordinance Section 3-16.1, 3-16.2 and 3-16.4, which currently provide additional compensation for various Registrar of Voter classifications. These amendments are based on the need to reflect updated Service-As-Needed "N" designated codes, and the existence of a sole Election Technician job and to provide the department greater means of compensating incumbents performing lead and other specialized responsibilities, either during a specific elections cycle, or all year round.

The second amendment to Salary Ordinance Sections 3-18.4 and 3-18.15 increases the number of eligible employees who qualify for the respective footnote provisions. Currently, the footnotes are designed to compensate Supervising Eligibility Technicians for performing work that has additional complexities as a result of compliance related functions, as well as those who have additional responsibilities for eligibility functions at satellite locations where there is no additional management oversight. However, based on the Department's operational needs, and an increase in the compliance related activities as a result of on-going legislative changes associated with the Affordable Health Care Act, HRS recommends increasing the number of employees eligible to receive these footnotes from thirteen to twenty-one employees.

The third amendment to Salary Ordinance Section 3-20.10 provides additional compensation for Senior Systems Analysts who oversee multi-year projects involving a combination of various resources, as well as specialized technical and functional skill sets be amended, to reflect the new job classification that will now be responsible for these duties, which is the Application Systems Engineer III classification.

HRS also recommends that a footnote be established for one position of Administrative Associate, County Administrator's Office (CAO) in the Clerk of the Board Division, who is assigned to the Assessment Appeals Unit. Creation of this footnote will recognize lead responsibility over other Administrative Associates, CAO employees in the Assessment Appeals Unit, and for assisting the Assistant Clerk of the Board with coordinating the Statement of Economic Interest Form 700 process.

Additionally, this recommendation includes salary adjustments for the following seven County-wide Information Technology classifications: Information Systems Deputy Director, Information Systems Manager, Information Systems Coordinator, Information Systems Analyst, Technical Support Analyst, Information Systems Technician I, and Information Systems Technician II, based on the results of a compensation and classification analysis. These adjustments ranging from 1.5% to 9.6%, will assist departments/agencies in their recruitment efforts to attract and retain the most qualified candidates. As such, steps 1 through 5 of the respective position will be adjusted accordingly.

Due to the increase for the Information Systems Analyst, HRS also recommends a salary adjustment of approximately 2.79% for the Geographic Information Systems Analyst position, in order to maintain the existing salary relationship between compatible Information Systems classification within the Alameda County classification system.

This amendment also includes a 2% salary increase to the salary range of Job Code 5141MA, Physician IV and Job Code 5143SM, Physician V, job classifications to address a compaction issue (salary inequity) that resulted from the recent negotiations with the Union of American Physician and Dentist, who represent the Physician II and III classifications.

Also, for recruitment purposes, we are increasing the salaries for the Human Resource Services Director, Health Care Service Agency Director and the Chief Probation Officer positions, to make the salaries more comparable to the external market. In doing so, this will assist the County in attracting and retaining the most qualified candidates.

The salary range for the Elections Division Manager classification will be increased by approximately 20.8% to account for recent changes made to the classification, including external market data from our five Bay-Area comparable agencies. In reviewing the existing classification structure, it was determined that the creation of a first-line supervisor was warranted, due to the specialized nature of the work performed in ROV by their Elections Technicians and other supporting staff. As a result of creating the first-line Supervising Elections Technician classification, the Elections Division Manager specification was revised to encompass higher level management duties, as well as the ability to fully comprehend, apply, and implement current elections laws, policies and procedures. As such, steps 1 through 5 will be adjusted accordingly.

HRS recommends the establishment of three new job classifications and one new job classification series. The new job classification of Job Code 8764SM Senior Code Enforcement Investigator in the Community Development Agency (CDA) is responsible for the supervision of the day-to-day activities of the Code Enforcement Division within the Planning Department of CDA, and will report to an Assistant Deputy Director classification.

The new job classification of Job Code 1279SM, Supervising Elections Technician will serve the needs within the Registrar of Voters Department. This position is a first-line supervisor who will oversee the day-to-day operations of the various units. Incumbents of this new position will, under general direction, plan organize and direct election/voter services clerical and technical support staff and the systems and programs for one of the major functional units of the Registrar of Voters, and provide training and supervision for staff.

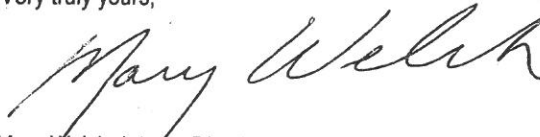
The new job classification of Job Code 1871SM, Sheriff's Multimedia Services Manager, in the Alameda County Sheriff's Office (ACSO) is a single-position located in the Sheriff's Office Photographic and Printing Services Unit. The incumbent will be responsible for coordinating the activities of the unit which encompasses scheduling, delegating work assignments and providing training for subordinate staff.

Lastly, the new job classification series includes the following three new classifications: Job Code 6706NM, Family Support Care Coordinator, Job Code 6707NM, Family Support Case Manager, and 6708NM, Senior Family Support Case Manager in the Health Care Service Agency's Public Health Department. Creation of these new positions, are based on the results of a classification study, which revealed the need for a Health Care Services unique social worker classification series. Employees in these classifications will perform specific program, evidence-based, long-term case management functions, and a variety of community and health education activities. Also, as this is not a flex classification series, this will allow for targeted recruitment efforts. Additionally, the salaries for these positions will be based on the internal alignment comparable to the Social Worker I, II's and III's classifications, that perform similar duties and have a comparable level of program responsibility.

Funding:

Funds are available in the Fiscal Year 2016-2017 budget appropriation to pay the cost resulting from these actions.

Very truly yours,



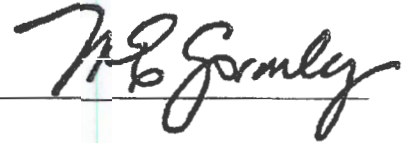
Mary Welch, Interim Director
Human Resource Services

MW:vb

Z:\Board letter 2016\07.12.16\Salary Ordinance Amendment

Cc: County Administrator
Auditor-Controller
County Counsel
Director, Information Technology Department
Director, Social Services Agency
Director, Community Development Agency
Director, Health Care Services Agency
Sheriff

By



O-2016-39

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2015-2016
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Article 3, of Ordinance Number O-2015-54 of the County of Alameda is hereby amended by the amendment thereof of the following notes to read as follows:

- 3-16.1 ~~Not to exceed four persons employed under Job Code 1282 (Elections Technician) who are assigned to act as Supervising Clerk over persons in Job Codes 1296 and 1297 (Clerk Intermittent I/II) shall be compensated an additional 5 percent when the number of such positions supervised is greater than 10 and an additional 10 percent, when the number of such positions supervised exceeds 20.~~

Effective July 31, 2016, not to exceed four employees in Job Code 1282 when assigned lead responsibilities over persons in Job Codes 1296N and 1297N shall be compensated an additional five percent compensation when the number of such employees led is greater than ten and an additional ten percent, when the number of such employees led exceeds twenty, for the duration of an election cycle.

- 3-16.2 ~~Not to exceed three persons employed under Job Code 1282 (Elections Technician I/II) when permanently assigned to the Warehouse shall be compensated an additional 5 percent and, in addition, when supervising 10 or more employees in Job Code 1296N (Clerk Intermittent I/II) shall be compensated an additional 5 percent.~~

Effective July 31, 2016, not to exceed three employees in Job Code 1282, or 1282N when assigned lead responsibility over existing elections units shall be compensated an additional five percent.

- 3-16.4 ~~Effective September 10, 2006, two positions (300974 and 300975) employed under Job Code 1282 (Elections Technician) shall receive an additional five percent compensation for offsite work related to extensive and specialized community outreach functions.~~

Effective July 31, 2016, not to exceed two employees in Job Code 1282, or 1282N shall receive an additional five percent compensation for coordination of offsite work related to extensive and specialized, community outreach functions.

- 3-18.4 ~~Not to exceed six persons~~ eleven persons occupying positions under Job Code 1473SM, three when assigned to a satellite office and act as site manager where there is no more senior manager assigned to the site, and three who supervise and IEVS Unit, shall be compensated an additional 5 percent.

~~Not to exceed three persons~~ four persons occupying positions under Job Code 1473SM when assigned responsibility for the supervision of a Quality Assurance or Quality Control Unit shall receive an additional 10 percent compensation.

Any change in the number of persons who may be eligible for compensation under this note must be approved by the County Administrator and the Director of Human Resource Services.

- 3-18.15 ~~Not to exceed four incumbents~~ six incumbents occupying positions under Job Code 1473 when supervising outstationed eligibility staff assigned to the Outreach Program and having responsibility for conducting aid category training of the Outreach Program site liaisons and monitoring compliance with the established site memorandum of understanding, shall receive an additional 5 percent compensation.

- 3-20.10 Effective September 29, 2013, not to exceed three persons under Job Code 1826MA when assigned to oversee multi-year projects involving several resources with varied technical and functional skill sets and acting as the system architect for the large system shall be compensated up to an additional 10 percent, as determined by the Director of the Information Technology Department.

Effective August 28, 2016, not to exceed three persons under Job Code 1868PA when assigned to oversee multi-year projects involving several resources with varied technical and functional skill sets and acting as the system architect for the large system shall be compensated up to an additional 10 percent, as determined by the Director of the Information Technology Department. Additionally, Effective August 28, 2016 Job Code 1826MA shall no longer be eligible to receive the additional compensation provided by this footnote provision.

SECTION II

Article 3, of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the addition thereto of the following note to be on the date shown.

- 3-6.16 Effective July 31, 2016, not to exceed one position under Job Code 1137CA, when assigned to lead other Administrative Associate, CAO positions in the Assessment Appeals Unit and assisting with the coordination of the Statement of Economic Interest Form 700 process, shall receive an additional 10% compensation.

SECTION III

Section 1-2.2 of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the amendment thereof of the following Salaries, to be effective July 31, 2016.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0427	SM Information Systems Deputy Director	4087.20				4968.00
0420	SM Information Systems Manager	3534.40				4730.40
0423	PA Information Systems Coordinator	3314.40				4436.80
0419	MA Information Systems Analyst	3154.40				4228.00
0418	PA Technical Support Analyst	3015.20				4040.80
0410	NM Information Systems Technician I	1816.80	1913.60	1999.20	2102.40	2203.20
0411	NM Information Systems Technician II	2212.00	2321.60	2429.60	2563.20	2681.60
1280	SM Elections Division Manager	3048.00	3193.60	3315.20	3521.60	3700.00
2126	PA Geographic Information Systems Analyst	2922.40				3741.60
5141	MA Physician IV	7434.40	7813.60	8203.20	8605.60	9037.60
5143	SM Physician V	7809.60	8199.20	8604.80	9031.20	9489.60
0295	SE Human Resource Services Director	6782.40				8816.80
5050	SE Health Care Services Agency Director	7377.60				9951.20
6150	SE Chief Probation Officer	6528.80				8487.20

SECTION IV

Section 1-2.2 of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the addition thereto of the following Job Codes, Titles and Salaries, to be effective July 31, 2016.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
8764	SM Senior Code Enforcement Investigator	3863.20	4049.60	4253.60	4466.40	4690.40
6706	NM Family Support Care Coordinator	1992.00	2079.75	2169.75	2267.25	2376.00
6707	NM Family Support Case Manager	2169.00	2267.25	2375.25	2478.00	2582.25
6708	NM Senior Family Support Case Manager	2219.25	2313.00	2415.75	2525.25	2649.00
1279	SM Supervising Elections Technician	2435.20	2557.60	2685.60	2820.00	2960.80
1871	SM Sheriff's Multimedia Services Manager	2655.20				3204.80

SECTION V

Article 3, of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the amendment thereof of the following note, to be effective July 31, 2016.

- 3-17.36 Add 'and Job Code 1871SM'

SECTION VI

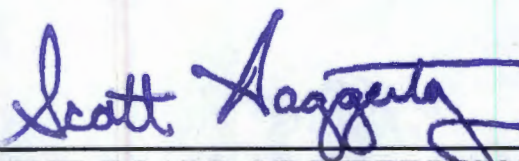
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names and of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 2nd day of August, 2016, to wit:

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

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

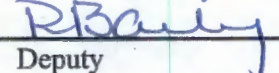
File: 29804
Agenda No: 64
Document No: O-2016-39



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: 
Deputy