



Alameda County

# Human Resource Services

Agenda \_\_\_\_\_ September 8, 2009

Lakeside Plaza Building 1401 Lakeside Drive, Suite 200 Oakland, CA 94612-4305

August 26, 2009

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

## SECOND READING

**Subject: Salary Ordinance Amendment**

Dear Board Members:

**CONTINUED FROM** (Item # 39)  
Tuesday, 9/8/09

**Recommendation:**

That your Board (1) adopt a Salary Ordinance amendment revising Section 4-3, Appointment Above the First Step, (2) revise a footnote in the Probation Department, (3) delete an existing footnote and add a new footnote in the County Library, (4) add a new job class in the Health Care Services Agency with salary administration criteria, and (5) delete ten job classifications in the Health Care Services and Community Development Agencies.

**Discussion/Findings:**

We are recommending several changes to the Alameda County Salary Ordinance. We are revising Section 4-3, Appointment Above the First Step, to allow more flexibility in hiring employees above the first step. We are revising Section 3-14.2 to delete the classification of Special Services Supervisor (Job Code 6120SM) and add an additional Unit Supervisor at the Las Vistas Training Center, for additional compensation when office manager duties have been assigned. We are also deleting Section 3-21.41 in the County Library and adding Section 3-21.80 to provide additional compensation for the Supervising Secretary II when assigned additional responsibilities by the County Librarian.

At the request of the Health Care Service Agency, we are recommending the new job classification of Consumer Family/Relations Manager. The creation of this position will provide the Health Care Services Agency the ability to appoint a manager over this program who will be responsible for program development, integrating consumer/family perspectives into Behavioral Health Care Service policies, and the expansion of the emphasis on wellness, recovery and optimal functioning and quality of life for people with mental illness throughout the system of care, within Alameda County.

In addition, we are recommending the deletion of ten job classifications which are no longer being used; nine in the Community Development Agency, and one in the Health Care Services Agency.

**Financing:**

Funds are available in the 2009-2010 budget appropriation to pay the costs of these actions.

Very truly yours,

  
Mary Welch, Interim Director  
Human Resource Services

MW: vb

Cc: CAO  
Auditor-Controller  
County Counsel  
Agency\Department Heads



Approved as to Form  
RICHARD E. WINNIE, County Counsel

By 

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2009 - 2010  
ALAMEDA COUNTY SALARY ORDINANCE

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

**SECTION I**

Article 4 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the amendment of the following note to be effective September 20, 2009.

Section 4-3 Where the schedule of steps shown for a classification begins at step 2, 3, or 4 the rate of compensation in case of an original appointment shall be at the rate designated under the second, third, or fourth step, respectively, after which further increments shall be received as set forth in Section 4-1 above. All new hires, including rehires are eligible to receive any step in the salary range for said classification provided the request of the Department Head therefore is in accordance with the established criteria and has been authorized by the Director of Human Resource Services.

For purposes of this section, an appointment to a regular County job classification of a person employed in a position which is in a "TAP" Program job classification or in Job Code 0601, shall be deemed to be an initial appointment.

**SECTION II**

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the amendment of the following note to be effective September 20, 2009.

Section 3-14.2 Five persons holding positions under Job Code 6122SM, one assigned as the Office Manager of the Fremont Office, one assigned as the Office Manager of the Pleasanton Office, one assigned as the Office Manager of the Hayward Office, one assigned as the Office Manager of the Eastmont Mall Office, and one assigned as the Office Manager of the Las Vistas Training Center Office, shall receive an additional 5 percent

**SECTION III**

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the deletion therefrom of the following note, effective October 4, 2008.

3-21.41 Effective December 27, 1998, the person occupying the position under Job Code 1221M (Supervising Secretary II), serving as Secretary to the County Librarian, shall receive an additional 5 percent compensation. The compensation authorized by this footnote shall not result in a salary differential greater than 5.5 percent above the top step for 1220M (Secretary II). If the salary differential between the classes of 1220M and 1221MA

increases, the compensation authorized by this footnote will decrease to maintain the 5.5 percent differential between the two classes. The compensation authorized by this note will terminate when the differential between the top step of 1221M (Supervising Secretary II) and the top step of 1220M (Secretary II) is 5.5 percent or more.

#### **SECTION IV**

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the addition thereto of the following note to be effective on the date shown.

3-21.80 Effective October 5, 2008, one position in Job Code 1221M shall receive an additional 5% percent compensation when assigned by the County Librarian the responsibility for researching and developing marketing strategies, maintaining positive relationships with external media sources, editing and overseeing press and media releases and insuring marketing deadlines are met.

#### **SECTION V**

Section 1-2.2 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the addition thereto of the following Job Code Number, Title, and Salary to be effective September 20, 2009.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
5096	SM Consumer Family/Relations Manager	2534.40				3396.80

#### **SECTION VI**

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the amendment thereof of the following section to be effective September 20, 2009.

3-12.19 Add "and job code 5096SM"

#### **SECTION VII**

Article 3 of Ordinance Number 0-2008-48 of the County of Alameda is hereby amended by the deletion of the following Job Code Numbers, Titles, and Salaries to be effective September 20, 2009.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
8240	EM Agricultural Commissioner/County Sealer	3747.20	3932.00	4131.20	4338.40	4551.20
8235	SM Assistant Agricultural Commissioner	3207.20	3362.40	3534.40	3706.40	3895.20
8241	SM Chief Deputy Agricultural Commissioner	2971.20	3120.80	3280.00	3451.20	3617.60
8440	Chief Deputy Sealer of Weights and Measures	2971.20	3120.80	3280.00	3451.20	3617.60
8430	SM Supervising Weights and Measures Inspector	2368.00	2478.40	2610.40	2738.40	2869.60
2962	Lead Inspection Technician	1566.75	1631.25	1705.50	1780.50	1858.50

2945	EM	Assistant Planning Director	4206.40	4418.40	4638.40	4869.60	5124.80
2970		Community Development Loan Specialist I	1698.75	1784.25	1874.25	1964.25	2061.75
2971		Community Development Loan Specialist II	1885.50	1979.25	2071.50	2184.75	2289.00
5789	SM	Assistant Dir. of Emergency Medical Services	3300.80	3468.00	3638.40	3821.60	4008.80

### SECTION VIII

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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.