



Human Resource Services

August 6, 2019

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

SUBJECT: SALARY ORDINANCE AMENDMENTS TO: 1) ESTABLISH ONE (1) CLASSIFICATION OF PAYROLL SUPERVISOR (JOB CODE 1134SM); AND 2) AMEND SUBSECTION 3-21.24 OF ARTICLE 3

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to: 1) establish one (1) new classification of Payroll Supervisor (Job Code 1134SM), located in various County agencies or departments with salary administration criteria as referenced in subsection 3-21.24 of Article 3 effective September 22, 2019.

DISCUSSION/SUMMARY:

We recommend establishing the new countywide classification of Payroll Supervisor (Job Code 1134SM). The creation of the Payroll Supervisor classification was requested by several County agencies/departments who have been using the countywide classification of Supervising Clerk I (Job Code 1138SM) to supervise their respective payroll units; however, challenges in recruiting qualified candidates with relevant payroll experience necessitates the creation of a more specific classification. The Payroll Supervisor is the first-line supervisor in an Agency or Department's Payroll Unit, and will oversee all aspects of the Payroll Unit, including managing and directing the work of staff responsible for processing payroll functions. The Payroll Supervisor will be responsible for providing training and instructions, making decisions regarding difficult and complicated payroll matters, and serving as the liaison with Human Resource Services and Auditor Payroll Departments within the County.

FINANCING:

Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

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:

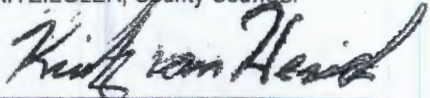
Joe Angelo

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Joe Angelo, Director
Human Resource Services

c: CAO
Auditor-Controller
County Counsel
Agency/Department Heads

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By 
Kristy van Herick, Asst. County Counsel

O-2019-32

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2019 - 2020
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following job code, title and salary, to be effective September 22, 2019.

Job Code		Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1134	SM	Payroll Supervisor	2433.60				2952.00

SECTION II

Article 3, Subsection 3-21.24 of the County of Alameda Salary Ordinance is hereby amended as follows, effective September 22, 2019.

3-21.24 - For persons occupying positions under the following Job Codes: 0207SM, 0209PA, 0213PA, 0214PA, 0215PA, 0216SM, 0217MA, 0218PA, 0219PA, 0220SM, 0221MA, 0237PA, 0306PA, 0307SM, 0308SM, 0314SM, 0315SM, 0405PA, 0418PA, 0422PA, 0423PA, 0481PA, 1145SM, 1226PA, 12270PA, 3127SM, 5686PA, 5783SM, 5786PA, 6752PA, and 0223SM, and 1134SM salary increases through the first 22 percent of the range which individually are no greater than 5 percent and which occur within the time limits set forth in Salary Ordinance Section 4-1, only require approval of the Agency or Department Head. Salary increases within the first 22 percent of the range which exceed 5 percent or do not conform to the time limits set forth in Salary Ordinance Section 4-1, and salary increases above the first 22 percent of the range require the approval of the Director of Human Resource Services, upon recommendation of the Agency or Department Head. Salary increases resulting from the annual adjustment require only the approval of the Agency or Department Head.

SECTION III

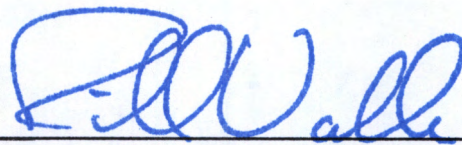
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 17th day of **September, 2019**, to wit:

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

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30343
Agenda No: 47
Document No: O-2019-32



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