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Human Resource Services

August 1, 2023

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) UPDATE SUBSECTION 1-1.1 TO INCREASE THE SALARY FOR CHIEF DEPUTY AUDITOR (JOB CODE (“JC”) #0030) AND CORRECT THE SALARY FOR SHERIFF’S SERVICE CADET N (JC #8751N); 2) ADD NEW SUBSECTION 3-3.14 TO CREATE A FOOTNOTE FOR JC #0030; 3) EXTEND SUBSECTION 3-19.18 (FOOTNOTE FOR THE CLASSIFICATION OF BUSINESS LICENSE TAX AUDITOR (JC #0161); AND 4) EXTEND SUBSECTION 3-21.103

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to: 1) increase the salary for the classification of Chief Deputy Auditor (JC #0030) located in the Auditor-Controller/Clerk-Recorder Agency (“Auditor’s Agency”) by eight percent (8%) effective October 1, 2023 and 2) correct the salary for the classification of Sheriff’s Service Cadet N (JC #8751N) retroactive to July 9, 2023;
- ii. Amend Article 3, Section 3-3 (Auditor’s Agency), to add new subsection 3-3.14, to establish a footnote for one (1) employee in the classification of Chief Deputy Auditor classification (JC #0030) when designated to serve as the second-in-command, including overseeing both County Recorder and County Clerk services, to receive additional compensation of fifteen percent (15%) of the base pay effective October 1, 2023;
- iii. Amend Article 3, Section 3-19 (Tax Collector - Treasurer Department), subsection 3-19.18, to extend the footnote for one (1) employee in the classification of Business License Tax Auditor (JC #0161), when assigned lead functions, to receive additional compensation of five percent (5%) of the base pay to January 20, 2024; and
- iv. Amend Article 3, Section 3-21 (Miscellaneous), subsection 3-21.103, to extend the footnote for additional compensation of 10% of the base pay for one (1) employee when authorized by the County Administrator and assigned overall countywide responsibility on workplace safety compliance and related duties and countywide special projects to August 5, 2023.

DISCUSSION/SUMMARY:

The Auditor’s Agency requested a salary review for the classification of Chief Deputy Auditor (JC #0030) based on internal analysis, the reporting structure and compensation of comparable-level classifications in other County of Alameda (“County”) agencies/departments, as well as similar reporting structures of the Bay Area surveying agencies. As a result of the analysis of information gathered, staff determined that a salary adjustment of eight percent (8%) for the Chief Deputy Auditor classification (JC #0030) is warranted to ensure market competitiveness.

In addition, the Auditor's Agency determined a business and operational need to have the classification of Chief Deputy Auditor (JC #0030) serve as second-in-command, including overseeing both the County Recorder and County Clerk functions. Staff reviewed the request and determined that a footnote is appropriate to properly compensate said incumbent when designated to serve in such capacity. As such, staff recommends adding new subsection 3-3.14 to the Salary Ordinance to provide a fifteen percent (15%) additional compensation of base pay to the Chief Deputy Auditor classification (JC #0030) when designated to serve in such capacity.

Further, on June 13, 2023, your Board approved increasing the salaries of six percent (6%) for 13 Unrepresented Non-Management classifications effective July 9, 2023 related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union. Staff noticed there was a typographical error for the increased salaries of one (1) classification, Sheriff's Service Cadet N (JC #8751N). As such, staff recommends correcting the salary rates for said classification as outlined in the attached Salary Ordinance amendment.

And on July 19, 2022, your Board approved extending subsection 3-19.18 of the Salary Ordinance, a footnote for one (1) employee in the classification of Business License Tax Auditor (JC #0161) to receive an additional five percent (5%) compensation of base pay to July 22, 2023, 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. The Treasurer-Tax Collector Office ("TTCO") determined that they have an ongoing and permanent need for these functions to be performed in that office and has been working with Human Resource Services Department, Personnel Services Division ("PSD") to create a new classification, inclusive of said lead functions. PSD needs some additional time to finalize the proposal and meet and confer process of the new classification and as such, staff recommends a final extension of the footnote to January 20, 2024. Said footnote will expire on January 20, 2024 and shall be deleted from the Salary Ordinance upon the sunset date.

Lastly, staff recommends amending Section 3-21 (Miscellaneous) of the Salary Ordinance by extending the termination of subsection 3-21.103 to August 5, 2023. On May 24, 2022, your Board approved the extension of subsection 3-21.103, a footnote which provides one (1) employee an additional 10% compensation of the base pay when authorized by the County Administrator and assigned the overall countywide responsibility to provide guidance to County Agencies/Departments on workplace safety compliance; track and ensure communication and coordination between County Agencies/Departments, County Risk Management Unit, and partner agencies sharing County facilities on workplace safety compliance; and perform other related duties and countywide special projects to July 8, 2023. This final extension will allow the County time to transition said functions to be coordinated by the impacted agencies/departments. Therefore, staff recommends that said footnote to be extended to August 5, 2023 and shall be deleted from the Salary Ordinance upon the sunset date.


FINANCING:

Funds are available in the 2023-2024 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendations.

VISION 2026 GOAL:

The recommendation meets 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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Margarita Zamora, Acting Director
Human Resource Services

- c: CAO
- County Counsel
- Auditor-Controller
- Sheriff
- Treasurer-Tax Collector

By 
Kristy van Herick, Asst. County Counsel

O-2023-39

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2022-2023
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 dates shown below:

Item	MC	Title	Effective Date	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA
0030	EM	Chief Deputy Auditor	10/1/23	051					8227.20 8885.60	X
8751N	NM	Sheriff's Service Cadet N	7/9/23	039	16.50 16.77				20.25 20.13	N

SECTION II

Article 3, Section 3-3, Subsection 3-3.14 of the County of Alameda Salary Ordinance is hereby added to read as follows:

3-3.14 – Effective October 1, 2023, not to exceed one (1) employee in Job Code 0030, when designated to serve as second-in-command, and to assist the Auditor-Controller with County Recorder and County Clerk functions, in addition to their regularly assigned duties, shall be compensated an additional fifteen percent (15%) of the base pay.

SECTION III

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

3-19.18 – Effective July ~~24~~23, ~~2022~~2023, not to exceed one (1) employee in Job Code 0161NM, when assigned to perform 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 July 22, 2023 January 20, 2024 and shall be deleted from the Salary Ordinance upon the sunset date.

SECTION IV

Article 3, Section 3-21, Subsection 3-21.103 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-21.103 - Effective December 27, 2020, not to exceed one (1) employee when authorized by the County Administrator and assigned the overall countywide responsibility to provide guidance to County Agencies/Departments on workplace safety compliance; track and ensure communication and coordination between County Agencies/Departments, County Risk Management Unit, and partner agencies sharing County facilities on workplace safety compliance; and perform other related duties and countywide special projects, shall receive an additional 10% compensation of the base pay.

This footnote will sunset on the earlier of ~~July 8, 2023~~ [August 5, 2023](#), or when these duties are no longer assigned to the incumbent and shall be deleted from the Salary Ordinance upon the sunset date.

SECTION V

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 **19th** day of **September, 2023**, to wit:

AYES: Supervisors Carson, Haubert, Marquez, Tam & President Miley – 5

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 31058

Agenda No: 73

Document No: O-2023-39



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: R Bailey
Deputy