



Human Resource Services

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August 30, 2011

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

CONTINUED FROM *(Item # 38)* *Tuesday 9/13/11*

SECOND READING

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

That your Board adopt a Salary Ordinance amendment (1) adding five new job classifications; four in the Community Development Agency and one in the County Administrator's Office, Clerk of the Board of Supervisors, (2) deleting one footnote in the General Services Agency, (3) adjusting the salary for a position in the Social Services Agency, and (4) adding a footnote in the Health Care Services Agency.

Discussion/Findings:

For the past seven years, the Community Development Agency, Agricultural/Weights and Measures Department has been analyzing the need to move from two distinct disciplines, each with its own set of unique class specifications, into a single combined series to provide a more effective means for staff to better perform the services, inspections, and controls required by law. The creation of these positions will create the efficiencies which are aligned with other jurisdictions and provide growth and development opportunities necessary for recruitment and retention of competent, licensed staff for the future.

As a result, we are recommending four new job classifications in the Community Development Agency; the first is Job Code 8421SM, Deputy Agricultural Commissioner/Sealer of Weights and Measures. This position will be responsible for providing direct oversight to one or more of the various agricultural and weights and measures programs.

The following three classifications, under direction, enforce state, federal laws and regulations, and investigate violations of the California Food and Agricultural Code and the California Business Professions Code: Job Code 8418, Agricultural and Standards Investigator I, is the entry level class within the series; Job Code 8419, Agricultural and Standards Investigator II, is the journey-level class within the series; and Job Code 8420, Agricultural and Standards Investigator III, is the advanced level class within the series.

In addition, we are recommending the new job classification of Job Code 1137CA, Administrative Associate, Clerk of the Board of Supervisors, which functions in a lead capacity, performing the most complex and time sensitive assignments, secretarial and administrative duties within the Office of the Clerk of the Board of Supervisors.

Further, we are recommending the deletion of Salary Ordinance Section 3-11.12, in the General Services Agency. This footnote is no longer in use and there are no employees receiving the additional compensation.

Additionally, we plan to open the recruitment and examination for Job Code 6082EM, Deputy Director, Social Services Agency; therefore, we are recommending adjusting the salary for this position to be more competitive and based on internal comparisons within the Department.

Lastly, we are recommending an additional footnote compensation for one position of Job Code 1120 Clerk II, working in the Children's Medical Services, Public Health Department who is providing higher level photography and videography duties in addition to those clerical duties that are consistent with the Clerk II classification. This footnote will recognize this added responsibility.

Financing:

Funds are available in the 2011-2012 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
Director, Community Development Agency
Clerk, Board of Supervisors
Director, General Services Agency
Director, Social Services Agency
Director, Health Care Services Agency

Approved as to Form
Office of the County Counsel

By

Donna L. Ziegler

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2011 - 2012
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Section 1-2.2 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the addition thereto of the following Job Code Numbers, Titles and Salaries to be effective October 2, 2011.

<u>Job Code</u>	<u>Title</u>	<u>Step 01</u>	<u>Step 02</u>	<u>Step 03</u>	<u>Step 04</u>	<u>Step 05</u>
8421 SM	Deputy Agricultural Commissioner/ Sealer of Weights and Measures	2876.80	3021.60	3172.00	3341.60	3500.80
8418	Agricultural and Standards Investigator I	1861.50	1956.75	2057.25	2145.75	2234.25
8419	Agricultural and Standards Investigator II	2092.50	2199.00	2312.25	2411.25	2511.00
8420	Agricultural and Standards Investigator III	2501.25	2604.75	2714.25	2838.00	2970.75
1137 CA	Administrative Associate, Clerk of the Board of Supervisors	2149.60	2262.40	2381.60	2507.20	2639.20

SECTION II

Article 3, of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the deletion therefrom of the following note.

Section 3-11.12 Not to exceed one person whether occupying a position under Job Codes 9225SM or 9245SM, who has responsibility for the Santa Rita Jail facility and all other South County facilities shall receive an additional 10 percent compensation.

SECTION III

Section 1-2.2 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the amendment thereof of the following salary, to be effective October 2, 2011.

<u>Job Code</u>	<u>Title</u>	<u>Step 01</u>	<u>Step 02</u>	<u>Step 03</u>	<u>Step 04</u>	<u>Step 05</u>
6082 EM	Deputy Director, SSA	5108.80	5356.80	5630.40	5912.00	6200.80

SECTION IV

Article 3, of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the addition thereto of the following note, to be effective on the date shown.

Section 3-12.79 Effective February 10, 2008, not to exceed one person occupying a position under Job Code 1120, when directed by the Agency/Department Head or his/her designee to perform duties of videotaping and photographing trainings, conferences, and other events, operating video editing and lighting equipment, producing multiple copies of videos for training purposes, downloading digital images from camera to computer, and other related videography and photography duties, for 4 or more hours per pay period, shall receive, for that pay period, an additional 5 percent compensation.

SECTION V

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published 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.