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**Human Resource Services**

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August 9, 2022

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE SUBSECTION 1-1.1 TO 1) ESTABLISH A NEW CLASS SERIES OF HOLISTIC DEFENSE MITIGATION SPECIALIST I/II/III (JOB CODE ("JC") #3106, #3107, AND #3108, RESPECTIVELY, LOCATED IN THE OFFICE OF THE PUBLIC DEFENDER AND 2) INCREASE THE SALARY STEP RANGE FOR THE CLASS OF SUPERVISING PLANS CHECKER (#8309) LOCATED IN THE PUBLIC WORKS AGENCY; AND AMEND 3-21.26 TO ADD JC #3106, #3107, AND #3108

Dear Board Members:

**RECOMMENDATIONS:**

Adopt Salary Ordinance amendments to:

- A. Update Article 1, Section 1-1 (Pay Rate Schedules), Subsection 1-1.1 to:
  - i. Establish one (1) new classification series of Holistic Defense Mitigation Specialist ("HDMS") I (Job Code ("JC") #3106), HDMS II (JC #3107), and HDMS III (JC #3108) located in the Office of the Public Defender ("Office of PD") effective October 2, 2022; and
  - ii. Increase the salary step range for the classification of Supervising Plans Checker (JC #8309) located in the Public Works Agency ("PWA") by two percent (2%) effective October 2, 2022.
- B. Amend Article 3, Section 3-21 (Miscellaneous) to update subsection 3-21.26 by adding the new classification series of HDMS I (JC #3106), HDMS II (JC #3107), and HDMS III (JC #3108) to the salary administration criteria and apply clean-up by removing reference to the classification of Associate Dependency Attorney (JC #1590), which has been inactivated since April 18, 2011, and other non-substantive updates, effective October 2, 2022.

**DISCUSSION/SUMMARY**

The Office of PD requested a review and analysis of work performed by staff in the existing Social Worker classification series and as a result, the Human Resource Services Department, Personnel Services Division ("PSD") determined that creation of a new classification series is warranted given the unique and greater scope of duties and responsibilities compared to the existing countywide Social Worker classification series. The new classification series is comprised of three (3) levels: HDMS I (JC #3106), HDMS II (JC #3107), and HDMS III (JC #3108) and will be responsible, in an increased-level of complexity at each level of the classification series, for assisting Public Defenders with cases that require professional social work as part of their defense strategy, and will play a key role with influencing a court's decision to determine the appropriate sentencing of a client. The new HDMS classification series was presented to and approved by

the Civil Service Commission on January 12, 2022. In addition, staff conducted a salary survey of the five (5) Bay Area counties and did not find any matches for a valid external market survey. Therefore, a review of the internal relationship within Office of PD and the countywide classification series of Social Worker, PDS determined that the additional skills and scope of responsibility of said new classification series warrants a higher salary range. As such, staff recommends establishing the proposed salary ranges for said new classification series as listed in the Salary Ordinance amendment effective October 2, 2022. Furthermore, staff recommends amending Article 3, Section 21 (Miscellaneous), subsection 3-21.26 of the Salary Ordinance to include salary administration criteria for said new classification series and apply clean-up to this subsection including removing reference to the classification of Associate Dependency Attorney (JC #1590), which has been inactivated since April 18, 2011, and other non-substantive updates, effective October 2, 2022.

In addition, at the request of PWA to review the salary for the classification of Supervising Plans Checker (JC #8309), PSD completed a salary analysis and determined that there is a salary compaction between the Supervising Plans Checker and the subordinate classification of Associate Civil Engineer (JC #2021), which warrants a salary adjustment. The former is the first-line supervisor responsible for supervising engineers, plans checkers and building inspection technicians. Currently, the Supervising Plans Checker top salary step is approximately 3.06% above the top salary step of the Associate Civil Engineer classification. In line with the County's compensation structure where the salary difference between the first-line supervisor and its highest-level subordinate classification provides at least five percent (5%), staff recommends adjusting the salary steps of the Supervising Plans Checker classification by approximately two percent (2%) effective October 2, 2022, which will place the salary for said classification five percent (5%) above the Associate Civil Engineer classification.

**FINANCING:**

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the cost associated with the recommendation above.

**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:  
  
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Joe Angelo, Director  
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Public Defender
- Director of Public Works

By   
Kristy van Herick, Asst. County Counsel

O-2022-37

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2021-2022  
COUNTY OF ALAMEDA SALARY ORDINANCE

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

**SECTION I**

**Article 1, Section 1.1**, of the County of Alameda Salary Ordinance is hereby amended as follows effective October 2, 2022:

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
3106	PA	Holistic Defense Mitigation Specialist I	U15	3092.00				3758.40	X
3107	PA	Holistic Defense Mitigation Specialist II	U15	3401.60				4134.40	X
3108	PA	Holistic Defense Mitigation Specialist III	U15	3740.80				4548.00	X
8309	SM	Supervising Plans Checker	R30	\$4,760.00	\$5,011.20	\$5,264.00	\$5,522.40	\$5,800.80	X

**SECTION II**

**Article 3, Section 3-21, Subsection 3-21.26** of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-21.26 — Salary range adjustments for ~~incumbents occupying positions~~ employees in Job Codes ~~1500PA, 3105PA, 3106, 3107, 3108,~~ and 3110PA will be based upon criteria developed by the ~~Public Defender~~ Department Head and approved by the Director of Human Resource Services.

**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 **20<sup>th</sup>** day of **September, 2022**, to wit:

**AYES:** Supervisors Brown, Haubert, Miley, Valle & President Carson – 5

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30836

Agenda No: 68

Document No: O-2022-37



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