



Human Resource Services

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August 29, 2017

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt the following Salary Ordinance amendments:

- A. Establish the classification series of Infrastructure Services Technician, Infrastructure Services Analyst and Senior Infrastructure Services Analyst in the Information Technology Department and to include salary administration criteria;
- B. Establish the classification of Director of Professional Standards, Probation and the classification of Supervisor of Professional Standards, Probation both within the Probation Department and to include salary administration criteria;
- C. Amend Section 3-20.10 in the Information Technology Department to include the Infrastructure Service Engineer position to receive the additional compensation when assigned the criteria as described in the current footnote provisions;
- D. Amend Section 3-13.18 in the Human Resource Services Department to add the Principal Labor Relations Analyst position to receive the additional compensation when assigned the criteria as described in the current footnote provisions; and
- E. Establish the new job classification of Program Worker, Building Trades Council (BTC) Represented that will be located in various County Departments and to include salary administration criteria.

Discussion/Findings:

We are recommending the new job classification series of Job Code 1828PA, Infrastructure Services Technician, Job Code 1830PA, Infrastructure Services Analyst and Job Code 1832PA, Senior Infrastructure Services Analyst, in the Information Technology Department (ITD). Creation of this classification series, is based on the review and analysis of the current class structure of ITD's Infrastructure team comprised of both Countywide IT and ITD specific classifications, which resulted in the need for a department specific, infrastructure classification series aimed at consolidating existing classifications and expanding the breath of opportunities within each single classification, and to provide career advancement for infrastructure technicians, analysts and engineers.

Infrastructure Services Technician, work under supervision of higher level infrastructure staff, performing a variety of technical duties in the areas of network, servers and support services. This position is the sub-journey level class in the Infrastructure Engineering series, and works in support of professional staff.

Infrastructure Services Analyst, work under general supervision providing project support for enterprise wide systems projects and monitor technologies in the areas of networks, servers, and support services, in the design, implementation and maintenance of enterprise class systems, and serve in a lead capacity over lower level infrastructure staff.

Senior Infrastructure Analyst, work under general direction providing project management for enterprise wide systems projects and monitor technologies in the areas of networks, servers, and support services, in the design, implementation and maintenance of enterprise class systems. Additionally, this class is the advanced journey level and has responsibility for portions of enterprise production systems as well as projects within those systems, and may be responsible for staff supervision.

Also, we recommend the new job classifications of Job Code 8587SM, Director of Professional Standards, Probation and Job Code 8586SM, Supervisor of Professional Standards, Probation as part of the development of the new Office of Professional and Standards Unit within the Probation Department. This new unit has primary responsibility for completing complex background and internal affairs investigations. The Director of Professional and Standards, Probation is responsible for providing direction and oversight to the Department's Background Investigation Section and the Office of Internal Affairs Section and will report directly to the Chief Probation Officer. The Supervisor of Professional Standards, Probation is the next level below the Director and will assist in carrying out the goals of the Unit.

We are also, amending Section 3-20.10 in the Information Technology Department which currently provides additional compensation to the Application Systems Engineers, when assigned to oversee multi-year projects involving a combination of various resources, as well as specialized technical and functional skill sets and act as the system architect for the large system. Since the Infrastructure Service Engineers (ISE) may also perform these duties, ITD has requested that we amend the language to include the ISE classification to the current provision.

In addition, we are amending Section 3-13.18 in the Human Resource Services Department to include the job classification of Principal Labor Relations Analyst to receive the additional compensation when assigned the criteria as described in the existing footnote provisions.

Lastly, we recommend establishing the new job classification of Job Code 1096NM, Program Worker, BTC Represented as part of your Board's Re-Entry Program, which provides job opportunities with the County of Alameda for individuals who were formerly incarcerated.

Incumbents in this position, under close supervision, receive on the job training in one of several areas that will provide them with work experience to qualify for the examination process for the classification in which they are being trained. Incumbents may be assigned clerical, maintenance, technical and manual duties.

The salary range for this position is being set with steps 1 and 5 only, which reflects a "deep" class salary range and incumbents will be compensated within the range, based on the duties they will be assigned upon hire.

Financing:

Funds are available in the 2017-2018 budget appropriation to pay the cost resulting from these actions.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Joseph Angelo', is written over a printed name and title.

Joseph Angelo, Director
Human Resource Services

JA:vb

Z:\Board Letters\09.12.17 Salary Ordinance Amendment_ITD_Prob_HRS

Cc: CAO
Auditor-Controller
County Counsel
Director, Information Technology Department
Chief Probation Officer
Agency/Department Heads



By _____

O-2017-39

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2016 - 2017
ALAMEDA COUNTY 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 Codes, Titles and Salaries, to be effective October 8, 2017.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1828	PA Infrastructure Services Technician	2629.60				3399.20
1830	PA Infrastructure Services Analyst	3331.20				4264.00
1832	PA Senior Infrastructure Services Analyst	3952.80				5059.20
8586	SM Supervisor of Professional Standards, Probation	4076.80				4957.60
8587	SM Director of Professional Standards, Probation	4588.80				5577.60
1096	NM Program Worker, BTC Represented	16.91				36.34

SECTION II

Article 3, Subsection 3-20.2 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following Job Codes, to be effective October 8, 2017:

Section 3-20.2 Add "and Job Code 1828PA, Job Code 1830PA, and Job Code 1832PA"

SECTION III

Article 3, Subsection 3-20.10, Subsection 3-14.25, Subsection 3-13.18 and Subsection 3-13.20 of the County of Alameda Salary Ordinance is hereby amended by the underlined language to be effective on the date shown:

- 3-20.10 ~~Effective August 28, 2016, not to exceed three persons under Job Code 1868PA~~ Effective October 8, 2017, not to exceed four persons under Job Code 1868PA and Job Code 1836PA when assigned to oversee multi-year projects involving several resources with varied technical and functional skill sets and acting as the system architect for the large system shall be compensated up to an additional 10 percent, as determined by the Director of the Information Technology Department. Additionally, Effective August 28, 2016 Job Code 1826MA shall no longer be eligible to receive the additional compensation provided by this footnote provision. (BOS approved 8/2/16)
- 3-14.25 Effective October 11, 2015, persons employed under Job Codes 6145EM and 6124SM, and effective July 2, 2017, Job Code 6049SM and Job Code 6048SM, and Effective October 8, 2017 Job Codes 8586SM and 8587SM may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Chief Probation Officer. (BOS approved 9/29/15) (BOS approved 5/10/16 Job Code 6139PA effective 6/5/16) (BOS approved Job Codes 6049SM and 6048SM 6/27/17)
- 3-13.18 Effective January 19, 2014, Effective January 3, 2016, Effective October 9, 2016, Effective November 6, 2016, not to exceed three employees in Job Code 0283PA and effective December 7, 2014, one employee in Job Code 0284PA when performing the full-time responsibility of a Labor Relations Analyst and Effective September 10, 2017 one employee in Job Code 0281PA when performing the full-time responsibility of a Principal Labor Relations Analyst, and two of the

following additional responsibilities: (a) when assigned overall responsibilities for Human Resource Services for an Operating Department (b) when assigned supervision of Human Resource Services Trainees or (c) when assigned technical responsibility over a Labor Relations Analyst I, shall be compensated an additional ten percent of the base pay. (BOS approved 4/22/14) (BOS approved 2/3/15) (BOS approved 1/12/16) (BOS approved 10/4/16) (BOS approved 12/6/16)

- 3-13.20 Effective June 4, 2017, persons employed under Job Code 1095NM and Effective October 8, 2017, person employed under Job Code 1096NM, may be compensated at any biweekly amount, within the range of salaries shown for that classification, as determined by the Agency/Department Head and approved by the Human Resource Services Director or their designee(s). (BOS approved 5/23/17)

SECTION IV

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.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 26th day of September, 2017, to wit:

AYES: Supervisors Carson, Haggerty, Valle & President Chan – 4

NOES: None

EXCUSED: Supervisor Miley – 1



PRESIDENT, BOARD OF SUPERVISORS

File: 29986
Agenda No: 31
Document No: O-2017-39



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: RBailey
Deputy