

SECOND READING - CONTINUED FROM 09/19/2023



AGENDA NO. _____ September 19, 2023

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Oakland, CA 94612-4305
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Human Resource Services

September 19, 2023

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE: 1) SUBSECTION 1-1.1 TO ADJUST THE SALARIES FOR JOB CODES ("JC") #5065 AND #5084 AND ESTABLISH JC #6799; AND 2) SUBSECTION 3-18.31 TO CREATE SALARY ADMINISTRATION CRITERIA FOR JC #6799

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to: 1) increase the salary range for the classifications of Assistant Director, Forensic, Division, & Re-entry System of Care (JC #5065) by nine and thirty-ninth percent (9.39%) and Director of Forensics, Diversion, & Re-entry System of Care (JC #5084) by three and ninety-ninth percent (3.99%) located in the Health Care Services Agency ("HCSA") effective October 15, 2023; and 2) establish one (1) new Unrepresented classification of Social Services Agency ("SSA") Program Development Administrator (JC #6799) located in the SSA effective October 15, 2023; and
- ii. Update Article 3, Section 3-18 (Social Services Agency), subsection 3-18.31, to establish salary administration criteria for the new classification of SSA Program Development Administrator (JC #6799) effective October 15, 2023, including non-substantive language cleanup.

DISCUSSION/SUMMARY:

The HCSA requested salary reviews for the classifications of Forensic, Diversion, & Re-Entry System of Care Director (JC #5074) and Assistant Director, Forensic, Diversion, & Re-entry System of Care (JC #5065) due to potential salary compaction to the subordinate classification of Forensic Behavioral Health Clinical Manager (JC #6531). The Human Resource Services staff completed the analysis and determined that there is a salary compaction issue between the Assistant Director, Forensic, Diversion, & Re-entry System of Care (JC #5065) and the Forensic Behavioral Health Clinical Manager (JC #6531) classifications by approximately four and seventeenth percent (4.17%). Therefore, staff recommends adjusting the salary for the classification of Assistant Director, Forensic, Diversion, & Re-entry System of Care (JC #5065) by nine and thirty-ninth percent (9.39%) effective October 15, 2023 to correct the compaction issue and to ensure a five percent (5%) salary difference between the supervisor and subordinate classifications.

Moreover, with the salary compaction resolved for the Assistant Director, Forensic, Diversion, & Re-entry System of Care (JC #5065) and Forensic Behavioral Health Clinical Manager (JC #6531) classifications, the recommended salary adjustment for the Assistant Director, Forensic, Diversion, & Re-entry System of Care (JC #5065) classification creates a similar compaction issue with the Forensic, Diversion, & Re-entry System of Care Director (JC #5074) classification. As a result, staff recommends a three and ninety-ninth percent (3.99%) salary adjustment for the Forensic, Diversion, & Re-

entry System of Care Director (JC #5074) classification effective October 15, 2023 to ensure a five percent (5%) salary difference between the supervisor and manager classifications.

In addition, the SSA requested the creation of a new classification of SSA Program Development Administrator (JC #6799). On June 17, 2022, your Board approved the transfer of ALL IN Alameda County programs and staff from the County Administrator's Office to other County agencies, including the transfer of ALL IN administrative and support staff to SSA to continue the policy and programmatic work to promote the economic and social well-being of individuals, families, neighborhoods, and communities. With the expectation and continued focus on homelessness issues in the County, SSA requested to establish its own unique classification of SSA Program Development Administrator (JC #6799) that represents the duties and responsibilities of this position. As such, staff concurs with the request to create the new classification of SSA Program Development Administrator (JC #6799) and the Civil Service Commission approved the job specification on May 17, 2023. The SSA Program Development Administrator (JC #6799) is a single-position classification and reports to the Assistant Agency Director, Government and Community Relations. The incumbent is responsible for overseeing programs and policies that emphasize the reduction of poverty within the County. The new classification will oversee and supervise a small work unit that will work with internal and external personnel that will focus on homeless programs and policies directed by the SSA.

Staff conducted an external market survey of the surrounding five (5) Bay Area Counties (Contra Costa, Marin, City and County of San Francisco, Santa Clara, and San Mateo) and determined that there were no comparable market salaries to the proposed new classification of SSA Program Development Administrator (JC #6799). Consequently, staff determined that the proposed salary range for said new classification will be based on the internal management salary structure within the SSA administrative division. Therefore, staff recommends that the salary range for new SSA Program Development Administrator classification (JC #6799) as outlined in the amended Salary Ordinance.

Further, staff recommends updating Article 3, Section 3-18 (Social Services Agency), subsection 3-18.31 of the Salary Ordinance to include salary administration criteria for the new classification of SSA Program Development Administrator (JC #6799) effective October 15, 2023, including non-substantive language cleanup.


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 recommendations 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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Margarita Zamora, Acting Director
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Director, HCSA
- Director, SSA

SECOND READING - CONTINUED FROM 09/19/2023

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2023-2024 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 October 15, 2023:

Job Code	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
5065	SM	Assistant Director, Forensic, Diversion & Re-Entry System of Care	U45	5272.00			6728.80	X
5074	SM	Forensic, Diversion, & Re-Entry System of Care Director	U45	5811.20			7065.60	X
6799	SM	Social Services Agency Program Development Administrator	U49	5639.20			6854.40	X

SECTION II

Article 3, Section 3-18, subsection 3-18.31 of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-18.31 – ~~Persons occupying positions under~~ Employees in Job Codes 6912~~PA~~, 6915~~PA~~, 6080~~EM~~ (effective 6/3/2018), ~~or~~ 0484~~SM~~ (effective 7/29/18), or 6799 (effective 10/15/23) may be compensated at any salary within the salary range for the respective class as determined by the Agency ~~head~~ 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.