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**Human Resource Services**

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October 3, 2023

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 ESTABLISH FUND DEVELOPMENT AND GRANTS MANAGER, HCSA (JC 0316), CYBERSECURITY ANALYST, ACERA (JC 1374) & HOLISTIC DEFENSE MITIGATION SUPERVISOR (JC 3109) & AMEND SUBSECTIONS 3-12.19, 3-21.29 & 3-21.26 TO ESTABLISH SALARY ADMINISTRATION CRITERIA FOR JC'S 0316, 1374 & 3109, RESPECTIVELY

Dear Board Members:

**RECOMMENDATION:**

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish three (3) new unrepresented management classifications effective October 15, 2023: 1) Fund Development and Grants Manager, HCSA (Job Code ("JC") #0316) located in the Health Care Services Agency ("HCSA"), Cybersecurity Analyst, ACERA (JC #1374) located in the Alameda County Employees' Retirement Association ("ACERA"), and Holistic Defense Mitigation Supervisor (JC #3109) located in the Office of the Public Defender ("PD"); and
- ii. Amend Article 3, Sections 12 (Health Care Services Agency) and 21 (Miscellaneous), subsections 3-12.19, 3-21.29 and 3-21.26, to establish salary administration criteria for each new classification in HCSA, ACERA, and PD, respectively referenced above, effective October 15, 2023.

**DISCUSSION/SUMMARY:**

The Human Resource Services Department received three (3) requests to create departmental-unique classifications to perform new duties needed in support of business operations and determined that each is warranted. The first request is from the HCSA to create a Fund Development and Grants Manager, HCSA (JC #0316) classification to oversee the fund development and grant activities within HCSA. Over the last few years, HCSA has secured additional funding for the community services provided to the residents of the County of Alameda ("County") thus resulting in the need to expand the staffing for grant and fund development activities. Incumbents in this new classification will supervise, plan, organize, and review the day-to-day work of professional, technical, and/or support staff; as well as manage, plan, coordinate, write, direct, and evaluate grant development and management activities and strategies within the assigned Department in HCSA. The new classification job specification was approved by the Civil Service Commission ("CSC") on August 9, 2023. Subsequently, staff conducted a market survey of the five (5) Bay Area counties and did not find any comparable matches. As such, staff proposes the new salary based on the internal relationship with the countywide classification of Departmental Communications Manager (JC #0322) given its overall level and scope of responsibilities and recommends setting the salary comparable to said classification effective October 15, 2023 as outlined in the Salary Ordinance amendment. The

proposed new salary is approximately 19.72% above the next lower-level classification of Fund Development and Grants Specialist (JC #0310), which does not create any compaction issues between the two (2) classifications.

The second request is from the ACERA to create a Cybersecurity Analyst, ACERA (JC #1374) classification to oversee the cybersecurity systems and processes and management of information technology (“IT”) projects within ACERA. The Cybersecurity Analyst, ACERA classification (JC #1374) will report directly to the Retirement Chief Technology Officer, ACERA, and the primary responsibilities include maintaining and enhancing a comprehensive cybersecurity program, and providing project management, liaison, and contract administration for the design, implementation, and modification of customer requirements for County computer systems. Other major duties include monitoring security vulnerabilities and cybersecurity threats in network and host environments, devising risk-based strategies, and implementing IT solutions to minimize the risk of cyber-attacks. The new classification job specification was approved by the CSC on August 9, 2023. Staff conducted an external salary survey of the five (5) surrounding Bay Area Counties and did not find any comparable matches. Consequently, the proposed salary for the new classification is based on the internal relationship with the classification of Senior Technology Project Manager (JC #1852) in the County’s central IT Department given the similarities in duties and scope and level of responsibilities. Therefore, staff recommends that the salary range for this new unrepresented management classification of Cybersecurity Analyst, ACERA (JC #1374) be established as outlined in the Salary Ordinance.

The third request is from the PD to create a Holistic Defense Mitigation Supervisor (JC #3109). Several years ago, PD began providing social work support to eligible clients regarding their individual cases, which led to the creation of a work unit consisting of line staff performing social work functions and a contract employee providing supervision to the line staff. Recently, the PD created a permanent Holistic Defense Mitigation Specialist classification series and reclassified the group of line staff into said series. Consequently, the PD needs a supervisor classification to provide permanent supervisory responsibilities in the unit. The key duties of the new classification include planning, assigning, and reviewing the work of Holistic Defense Mitigation Specialists; overseeing and directing the development of training for attorneys, holistic defense mitigation specialists, and other staff; and overseeing and directing the coordination of the PD and the holistic defense mitigation team with strategic program planning, implementation, evaluation activities, and developing methods of program evaluation. The job specification for this new classification was approved by the CSC on September 6, 2023. Staff conducted an external salary survey of the surrounding Bay Area Counties and determined that there were no comparable matches to the proposed classification. As such, staff determined that the proposed salary range for the Holistic Defense Mitigation Supervisor classification (JC #3109) will be based on the internal relationship of the salary structure of the Holistic Defense Mitigation Specialist series and recommends setting the salary at 10.25% above the Holistic Defense Mitigation Specialist III (JC# 3108) classification.

Staff also recommends amending subsections 3-12.19 of Article 3, Section 3-12 (Health Care Services Agency) and 3-21.29 and 3-21.26 of Article 3, Section 3-21 (Miscellaneous) of the Salary Ordinance to create salary administration criteria for the three (3) new classifications of 1) Fund Development and Grants Manager (JC #0316); Cybersecurity Analyst, ACERA (JC #1374); and 3) Holistic Defense Mitigation Supervisor (JC #3109), respectively, effective October 15, 2023.

**SELECTION CRITERIA:**

N/A

**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 recommendation.

**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:

*Margarita Zamora*

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Margarita Zamora, Acting Director  
Human Resource Services

c: CAO  
Auditor-Controller  
Director, HCSA  
Chief Executive Officer, ACERA  
Public Defender

By   
Kristy van Herick, Asst. County Counsel

O-2023-54

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 October 15, 2023 as follows:

Job Code		Classification Title	Unit Code	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA Status
0316	SM	Fund Development and Grants Manager	U45	3999.20				5104.00	X
1374	PA	Cybersecurity Analyst, ACERA	U15	5515.20 <del>5169.60</del>				7039.20	X
3109	SM	Holistic Defense Mitigation Supervisor	U15	4269.50				5189.60	X

**SECTION II**

**Article 3, Section 3-12, Subsection 3-12.19** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-12.19 – Employees in the following Job Codes may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Director of Health Care Services: 0225EM (effective 11/14/10, BOS approved 11/2/10); 0302PA (effective 3/7/10, BOS approved 2/9/10); 0310PA, 0313SM, 0401SM (effective 3/15/15, BOS approved 3/10/15); 0316SM (effective 10/15/23); 1500SM (effective 6/6/16, BOS approved 5/24/16); 5021NM (effective 6/28/20, BOS approved 6/23/20); 5039, 5041, 5044EM, 5045EM (effective 5/26/13, BOS approved 5/21/13); 5046SM (effective 6/14/20, BOS approved 6/9/20); 5047SM, 5049PA (BOS approved 3/11/08); 5055SM (effective 6/17/16, BOS approved 7/12/16); 5056EM (BOS approved 12/19/17); 5061SM, 5062SM (effective 7/2/17, BOS approved 6/27/17); 5063SM, 5064SM (effective 1/12/20; BOS approved 1/14/20); 5065SM, 5067SM, 5069SM (effective 4/13/14, BOS approved 4/8/14), 5071PA; 5074SM (effective 1/24/21; BOS approved 1/12/21); 5075SM (effective 2/3/13, BOS approved 1/29/13); 5077SM, 5079SM, 5080SM, 5086SM (effective 1/25/09, BOS approved 1/27/09); 5087SM (effective 2/5/23); 5088PA, 5091SM (BOS approved 12/19/17); 5095PA (effective 12/21/14, BOS approved 12/16/14); 5096SM (effective 09/20/09, BOS approved 9/15/09); 5098SM (effective 3/21/10, BOS approved 3/16/10); 5099 (effective 3/19/23); 5390PA (effective 7/29/18, BOS approved 7/24/18); 5391PA (effective 10/3/10, BOS approved 9/28/10); 5643PA (effective 9/23/07); 5681EM (effective 11/1/20); 5693SM (effective 2/1/15, BOS approved 1/27/15); 5760SM (effective 2/14/16, BOS approved 2/2/16); 5777PA, 5778SM (effective 7/28/19, BOS approved 7/23/19); 5782SM (effective 3/26/17, BOS approved 3/21/17); 5789SM (effective 9/24/17, BOS approved 9/12/17); 5791SM (effective 9/23/07); 5801SM (effective 11/15/09, BOS approved 11/10/09); 6141PA, 6186SM, 6187SM (effective 3/5/23); 6188SM (effective 2/5/23); 6494SM, 6645SM, 6516SM, 6517SM (effective 4/4/10, BOS approved 3/30/10); 6518PA (effective 11/14/10, BOS approved 11/2/10); 6530 (effective 5/14/23), 6531 (effective 5/14/23), 6647SM (effective 1/25/09, BOS approved 1/27/09); 6780SM (effective 7/28/19, BOS approved 7/23/19); 6910PA (effective 7/28/19, BOS approved 12/19/17); (BOS approved amendment 2/4/20); (BOS approved amendment 10/20/20); (BOS approved amendment 1/12/21); (BOS approved

amendment 2/7/23 ); (BOS approved amendment 2/28/23); (BOS approved amendment 3/14/23); (BOS approved amendment 5/16/23); (BOS approved amendment 6/13/23)

### SECTION III

**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 employees in Job Codes 3105, 3106, 3107, 3108, 3109 (effective 10/15/23), and 3110 will be based upon criteria developed by the Department Head and approved by the Director of Human Resource Services.

### SECTION IV

**Article 3, Section 3-21, Subsection 3-21.29** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-21.29 – ~~Persons employed under~~Employees in Job Codes 1339PA (BOS approved 10/16/12), 1340PA, 1342PA, 1343PA, 1345PA, 1346PA, 1347PA, 1348CA, 1349SM (effective 4/28/13), 1350CA, 1355SM, 1356SM, 1357SM, 1358EM, 1359SM, 1360PA (effective 3/11/18), 1363PA, 1364PA, 1365SM, 1366PA, 1367PA, 1368PA , 1372PA, ~~or~~ 1373PA, or 1374PA (effective 10/15/23) may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Board of Retirement. (BOS approved 1363PA 3/11/08) (BOS approved 1373PA 12/18/12) (BOS approved 1349SM 5/7/13) (BOS approved 1360PA 2/27/18)

### 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 10<sup>th</sup> day of **October, 2023**, to wit:

**AYES:** Supervisors Carson, Marquez, Tam & President Miley – 4

**NOES:** None

**EXCUSED:** Supervisor Haubert– 1

*Nate Miley*

**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31082  
Agenda No: 29  
Document No: O-2023-54



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