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**Human Resource Services**

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October 04, 2022

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENT TO AMEND SUBSECTION 3-6.16 (FOOTNOTE FOR THE CLASSIFICATION OF ADMINISTRATIVE ASSOCIATE, COUNTY ADMINISTRATOR'S OFFICE (CAO) (JOB CODE #1137)

Dear Board Members:

**RECOMMENDATIONS:**

Adopt a Salary Ordinance amendment to update Article 3, Section 3-6 (County Administrator Department) by amending subsection 3-6.16, a footnote to allow no more than two (2) employees in the classification of Administrative Associate, County Administrator's Office ("CAO") (Job Code ("JC") #1137) when assigned to lead employees in same said classification shall receive an additional compensation of five percent (5%) of the base pay effective October 30, 2022.

**DISCUSSION/SUMMARY:**

The CAO requested a review of subsection 3-6.16 of the Salary Ordinance to better support and align with the current operational needs of the office. Currently, said subsection provides one (1) Administrative Associate, CAO (JC #1137) a footnote when assigned lead duties in the Assessment Appeals Unit and coordination of the Statement of Economic Interest Form 700 ("Form 700") processing. Given the automation of the Form 700 process, the need for this function no longer exists. However, CAO does have a business need for another Administrative Associate to function as a lead in the Assessment Appeals Unit and Board Agenda Unit. As such, staff recommends amending subsection 3-6.16 to provide a footnote for two (2) employees in the classification of Administrative Associate, CAO (JC #1137) when assigned to lead employees in the same classification in the Assessment Appeals Unit and/or Board Agenda Unit to receive an additional five percent (5%) compensation of base pay effective October 30, 2022.

**FINANCING:**

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

**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:  
*Joe Angelo*  
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Joe Angelo, Director  
Human Resource Services

c: CAO  
Auditor-Controller  
County Counsel

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 3, Section 3-6, Subsection 3-6.16** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-6.16 – Effective October 30, 2022, not to exceed two (2) employees in Job Code 1137, when assigned to lead other Administrative Associates, CAO in the Assessment Appeals Unit and/or Board Agenda Unit, shall receive an additional five percent (5%) compensation of base pay.

**SECTION II**

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.

O-2022-44

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

By   
Kristy van Hance, Asst. County Counsel

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**Article 3, Section 3-6, Subsection 3-6.16** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

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**SECTION II**

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 **18<sup>th</sup>** day of **October, 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: 40  
Document No: O-2022-44



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