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**Human Resource Services**

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October 6, 2020

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) EST. JANITOR, DETENTION FACILITIES ("DF") (#7416NM), JANITOR FLOOR SPECIALIST, DF (#7417NM) & LEAD JANITOR, DF (#7418NM); 2) INC. SALARIES FOR UNREP DA INSPECTORS SERIES & ACMEA GG PD INSPECTOR SERIES; & 3) ADJ. SALARIES FOR DIR, ENV HEALTH (#5681EM), BEH HEALTH CRISIS INTERVENTION SPEC SUPV (#6514SM) & CLINICAL REVIEW SPEC SUPV (#6516SM)

Dear Board Members:

**RECOMMENDATION:**

Adopt Salary Ordinance amendments to:

- I. Update Article 1, Section 1-1 (Pay Rate Schedules), Subsection 1-1.1 to:
  - i. establish three (3) new classifications located in the General Services Agency ("GSA"): 1) Janitor, Detention Facilities (Job Code ("JC") #7416NM), 2) Janitor Floor Specialist, Detention Facilities (JC #7417NM), and 3) Lead Janitor, Detention Facilities (JC #7418NM), effective November 1, 2020;
  - ii. increase the salaries for eight (8) classifications in the Unrepresented District Attorney Inspector Series, and five (5) classifications in the Alameda County Management Employees Association ("ACMEA") General Government Public Defender Inspector Series, by three and six-tenths percent (3.60%), retroactive to October 4, 2020; and
  - iii. adjust the salary ranges for three (3) classifications located in the Health Care Services Agency ("HCSA"): 1) Director, Environmental Health (JC #5681EM) by approximately 10.91%, effective November 1, 2020, 2) Behavioral Health Crisis Intervention Specialist Supervisor (JC #6514SM) and 3) Clinical Review Specialist Supervisor (JC #6516SM) by two and six-tenths percent (2.60%), retroactive to June 28, 2020.
- II. Amend subsection 3-12.19, of Article 3, Section 3-12 (Health Care Services Agency), to add Job Code #5681EM (Director, Environmental Health) to establish salary administration criteria due to the change of the salary range from a step-classification to a deep-classification and clean-up changes to consolidate the effective date and Board of Supervisors ("BOS") approved date for existing classifications listed.

**DISCUSSION/SUMMARY:**

Staff recommends establishing three (3) new classifications of 1) Janitor, Detention Facilities (JC #7416NM), 2) Janitor Floor Specialist, Detention Facilities (JC #7417NM), and 3) Lead Janitor, Detention Facilities (JC #7418NM) in the GSA, effective November 1, 2020. The creation of this classification series was requested by GSA to provide a more permanent solution for staffing challenges at the County's detention facilities, specifically at the Juvenile Justice Center ("JJC") and more significantly, at Santa Rita Jail ("SRJ"). On June 19, 2018, your Board approved subsection 3-11.27 of the Salary Ordinance by establishing a temporary 5% footnote for employees in specific janitorial classifications working at SRJ in an effort to address recruitment and retention issues while staff in the Personnel Services Division of the Human Resource Services Department work with GSA to explore alternative options on a more permanent solution. On June 2, 2020, your Board approved the extension of the

previously referenced 5% footnote to allow time for staff to finalize the work required of this proposed solution. Staff determined that the scope of work and requirements warrant a distinct classification series separate from the existing janitorial classifications of Janitor (JC #7410NM), Janitor, Floor Specialist (JC #7411NM) and Lead Janitor (JC #7415NM). In addition, since employees in the current janitorial classifications are placed in locations countywide, the creation of the new classifications specific to detention facilities will allow for a more transparent recruitment process by allowing applicants to narrow down their placement location and facility type if hired, thereby setting expectations at the onset. Staff met and conferred with Service Employees International Union, Local 1021 and reached agreement on the salaries established for the three (3) new classifications, which were set based on the salaries of the current corresponding janitorial classifications, the additional 5% compensation currently provided by the footnote referenced above, upcoming salary adjustments for addressing equity issues in the current corresponding janitorial classifications, as well as to address the severe staffing challenges specifically in detention facilities.

On September 22, 2020, your Board approved increasing the salaries for the four (4) classifications represented by DSA by 3.60%. Historically, when the DSA-represented classifications receive a salary increase, this triggers the same salary increase for the eight (8) classifications in the Unrepresented District Attorney Inspector classification series (Inspector I [JC #8533CA]; Inspector II [JC #8535CA]; Inspector III [JC #8536CA]; Lieutenant of Inspectors [JC #8540SM]; Chief of Inspectors [JC #8545SM]; Captain of Inspectors [JC #8543SM]; Assistant Chief of Inspectors [JC #8544SM]; and Director, Victim Witness Program [JC #8575SM]) in the Office of the District Attorney. Moreover, when the Unrepresented District Attorney Inspector classification series receives an increase, that too triggers the same salary increase for the five (5) classifications in the Public Defender Investigator classification series (Public Defender Investigator I [JC #8576CA]; Public Defender Investigator II [JC #8577CA]; Public Defender Investigator III [JC #8579CA]; Senior Investigator, Public Defender's Office [JC #8581SM]; and Chief Investigator, Public Defender's Office [JC #8585SM]) as stipulated in the ACMEA General Government Unit MOU Section 15.F. Therefore, staff recommends for said eight (8) and five (5) classifications in the Unrepresented District Attorney Inspector series and ACMEA General Government Public Defender Investigator series, respectively, to receive a 3.60% salary increase retroactive to October 4, 2020.

Further, in accordance with the December 12, 2017 *Salary Review Sideletter of Agreement* in the 2017 – 2022 Memorandum of Understanding between ACMEA General Government Unit and the County of Alameda ("County"), staff conducted an analysis of potential salary issues for several job classifications. This analysis also included the review of classifications that are designated as unrepresented related to the ACMEA General Government Unit. Upon completion of the analysis, staff recommends a salary adjustment for one (1) ACMEA-represented classification, Director, Environmental Health (JC #5681EM), of approximately 10.91%, effective November 1, 2020, due to external market data that shows the salary for said classification is significantly below the market median of the five (5) surrounding Bay Area counties as well as recognizing the need for an internal alignment with comparable executive management assistant/deputy director level classifications' salaries within the County. Specifically, the recommended adjustment will align the salary for the Director, Environmental Health (JC #5681EM), comparable to the salary of the Director, Public Health (JC #5044EM). The recommendation of such adjustment does not bind the salaries for the two (2) classifications in perpetuity; it is only used as an internal comparator. In addition, staff recommends changing the salary range for the Director, Environmental Health (JC #5681EM) from a step-classification salary range to a deep-classification salary range due to the executive level responsibilities and duties performed and for consistency with other executive-level classification salary ranges. Therefore, staff recommends establishing salary administration by amending subsection 3-12.19 of the Salary Ordinance and adding Job Code #5681EM, as well as additional clean-up changes to consolidate repeated job codes and information listed regarding the effective dates and BOS approved dates. Furthermore, staff recommends salary adjustments for two (2) unrepresented classifications, Behavioral Health Crisis Intervention Specialist Supervisor (JC #6514SM) and Clinical Review Specialist Supervisor (JC #6516SM), of two and six-tenths percent (2.6%), retroactive to June 28, 2020 to address salary compaction with subordinate classifications, Behavioral Health Crisis Intervention Specialist II (JC #6513NM) and Clinical Review Specialist (JC #6515NM), respectively, represented by the Service Employees International Union Local 1021.

**FINANCING:**

Funds are available in the 2020-2021 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

**VISION 2026 GOAL:**

*An Equal Opportunity Employer*

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:  
  
2CC023F934DA404  
Joe Angelo, Director  
Human Resource Services

c: CAO  
Auditor-Controller  
County Counsel  
Agency/Department Heads

# SECOND READING - CONTINUED FROM 10/06/2020

Approved as to Form  
DONNA ZIEGLER, County Counsel

By   
Kristy van Herick, Asst. County Counsel

## AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2020 – 2021 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 as follows:

Job Code		Title	Unit Code	Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
7416	NM	Janitor, Detention Facilities	004	11/1/2020	1814.25	1905.00	2000.25	2100.00	2205.00	N
7417	NM	Janitor Floor Specialist, Detention Facilities	004	11/1/2020	1905.00	2000.25	2100.00	2205.00	2315.25	N
7418	NM	Lead Janitor, Detention Facilities	004	11/1/2020	1992.75	2092.50	2197.50	2307.75	2423.25	N
8533	CA	Inspector I	R48	10/4/2020	4181.60				5247.20	N
8535	CA	Inspector II	R48	10/4/2020	4542.40				5668.80	N
8536	SM	Inspector III	R48	10/4/2020	5127.20	5387.20	5645.60	5928.80	6231.20	N
8540	SM	Lieutenant of Inspectors	R48	10/4/2020	5669.60	5954.40	6243.20	6556.80	6878.40	X
8543	SM	Captain of Inspectors	R48	10/4/2020	6513.60	6839.20	7175.20	7540.80	7909.60	X
8544	SM	Assist Chief of Inspectors	046	10/4/2020	6839.20	7175.20	7540.80	7909.60	8304.80	X
8545	SM	Chief of Inspectors	046	10/4/2020	7496.80	7864.00	8252.80	8674.40	9096.00	X
8575	SM	Dir, Victim Witness Program	R48	10/4/2020	5669.60	5954.40	6243.20	6556.80	6878.40	X
8576	CA	Public Defender Investigator I	R48	10/4/2020	3007.20	3157.60	3315.20	3481.60	3750.40	N
8577	CA	Public Defender Investigator II	R48	10/4/2020	3701.60	3886.40	4081.60	4284.80	4556.00	N
8579	CA	Public Defender Investigator III	R48	10/4/2020	4719.20	4946.40	5144.80	5403.20	5668.80	N
8581	SM	Senior Investigator, Pub Def Off	R48	10/4/2020	5669.60	5954.40	6243.20	6556.80	6878.40	X
8585	SM	Chief Investigator, Pub Def Off	R48	10/4/2020	6513.60	6839.20	7175.20	7540.80	7909.60	X
5681	EM	Director, Environmental Health	R50	11/1/2020	5976.00				7269.60	X
6514	SM	Behavioral Health Crisis Intervention Specialist Supervisor	U15	6/28/2020	4090.40				5021.60	X
6516	SM	Clinical Review Specialist Supervisor	U15	6/28/2020	4090.40				5021.60	X

### SECTION II

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

3-12.19 – Persons occupying positions under 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); 0302PA (effective 3/7/10, BOS approved 2/9/10); 0310PA, 0313SM, 0401SM Director of Interagency Children's Policy Council (effective 3/15/15, BOS approved 3/10/15); 1500SM (effective 6/5/16, BOS approved 5/24/16); 5021NM (effective 6/28/20) (BOS approved 6/23/20), 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 03/11/08); 5055SM (effective 06/17/16, BOS approved 7/12/16); 5056EM (BOS approved 12/19/17); 5061SM, 5062SM (effective 7/2/17); 5063SM, 5064SM (effective 1/12/20, BOS approved 1/14/20); 5065SM, 5067SM, 5069SM (effective 4/13/14, BOS approved 4/8/14), 5071PA; 5075SM (effective 2/3/13, BOS approved 1/29/13); 5077SM, 5079SM, 5080SM, 5086SM (effective 1/25/09, BOS approved 1/27/09); 5088PA, 5091SM (BOS approved 12/19/17); 5095PA (BOS approved 12/16/14); 5096SM (effective 09/20/09, BOS approved 09/15/09); 5098SM (effective 3/21/10, BOS approved 3/16/10); 5390 PA (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 (BOS approved 1/27/15); 5760SM (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, 6494SM, 6645SM, 6516SM, (~~effective 4/4/10~~); 6517SM (effective 4/4/10, BOS approved 3/30/10); 6518PA (effective 11/14/10, BOS approved 11/2/10); 6647SM (effective 1/25/09, BOS approved 01/27/09); ~~5061SM, 5062SM (effective 7/2/17); 5789SM (effective 9/24/17, BOS approved 9/12/17); 5056EM, 5088PA, 5091SM, 6910PA, 5390 PA (effective 7/29/18); 5049PA (BOS approved 03/11/08); 5086SM, 6647SM (BOS approved 01/27/09); 5096SM (BOS approved 09/15/09); 5801SM (BOS approved 11/10/09); 0302PA (BOS approved 2/9/10); 5098SM (BOS approved 3/16/10); 6516SM, 6517SM (BOS approved 3/30/10); 5391PA (BOS approved 9/28/10); 0302PA, 6518PA (BOS approved 11/2/10); 5075SM (BOS approved 1/29/13); 5045EM (BOS approved 5/21/13); 5069SM (BOS approved 4/8/14); 5095PA (BOS approved 12/16/14); 5693SM (BOS approved 1/27/15); 0401SM Director of Interagency Children's Policy Council (effective 3/15/15, BOS approved 3/10/15); 5760SM (BOS approved 2/2/16); 1500SM (effective 6/5/16, BOS approved 5/24/16); 5055SM (effective 06/17/16, BOS approved 7/12/16); 5782SM (effective 3/26/17, BOS approved 3/21/17); 5056EM, 5088PA, 5091SM, 6780SM (effective 7/28/19, BOS approved 7/23/19); 6910PA (effective 7/29/18, BOS approved 12/19/17); 5390 PA (BOS approved 7/24/18); 5777PA, 5778SM, 6780SM (effective 7/28/19) (BOS approved 7/23/19); 5063SM; and 5064SM. (BOS approved amendment 2/4/20)~~

### 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.