



Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

**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 1) ADD NEW SUBSECTIONS 3-11.28 (FOOTNOTE FOR JC #9225SM) FOR GENERAL SERVICES AGENCY ("GSA") AND 3-15.22 (FOOTNOTE FOR JC #9525) FOR PUBLIC WORKS AGENCY ("PWA"); AND 2) REINSTATE SUBSECTION 3-12.88 (FOOTNOTE FOR JC #0315SM) FOR HEALTH CARE SERVICES AGENCY ("HCSA")

Dear Board Members:

**RECOMMENDATION:**

Adopt Salary Ordinance amendments to:

- i. Add subsection 3-11.28 to Article 3, Section 3-11 (General Services Agency), to add a footnote for additional compensation of three and one-half percent (3.50%) of the base pay for up to two (2) employees in the classification of Supervisor, Carpentry, Paint and Lock Services (Job Code ("JC") #9225SM) to address salary difference with one (1) subordinate classification, Carpenter (JC #9220NM), retroactive to October 4, 2020 through December 26, 2020;
- ii. Add subsection 3-15.22 to Article 3, Section 3-15 (Public Works), to add a footnote for additional compensation of up to five and one-quarter percent (5.25%) of the base pay for up to three (3) employees in the classification of Field Maintenance Supervisor (JC #9525SM) to address salary difference with one (1) subordinate classification, Crane Operator (JC #9360NM), retroactive to October 4, 2020 through June 25, 2022 or in the event the salary difference is addressed otherwise, whichever is earlier; and
- iii. Reinstate and amend subsection 3-12.88 of Article 3, Section 3-12 (Health Care Services Agency), which provides additional compensation of five-percent (5%) of base pay for one (1) employee in the classification of Health Care Program Administrator II (JC #0315SM) when providing clinical expertise and oversight responsibility for public health emergency response functions in the Public Health System Preparedness and Response Unit, retroactive to August 9, 2020, through October 1, 2022.

**DISCUSSION/SUMMARY:**

Staff recommends establishing two (2) new footnotes for: 1) one (1) unrepresented classification, Supervisor, Carpentry, Paint and Lock Services (JC #9225SM) in the General Services Agency ("GSA"); and 2) one (1) Alameda County Management Employees Association ("ACMEA") General Government Unit-represented classification, Field Maintenance Supervisor (JC #9525SM) in the Public Works Agency ("PWA"). The new footnote for the Supervisor, Carpentry, Paint and Lock Services classification (JC #9225SM) provides an additional compensation of three and one-half percent (3.50%) of the base pay for up to two (2) employees, to address salary difference that occurs when assigned incumbents directly supervise an employee in the classification of Carpenter (JC #9220NM) when the employee receives additional compensation of five-percent (5%) for performing lead duties thus creating salary difference between the Supervisor, Carpentry, Paint and Lock Services (JC #9225SM) and the Carpenter (JC #9220NM) classifications of less than five-percent (5%). Staff also recommends that this

new subsection shall sunset effective December 26, 2020 and shall be deleted from the Salary Ordinance upon the sunset date. Further, the new footnote for the Field Maintenance Supervisor classification (JC #9525SM) provides up to five and one-quarter percent (5.25%) for up to three (3) employees when assigned incumbents directly supervise an employee in the classification of Crane Operator (JC #9360NM) and where there is salary difference of less than five-percent (5%). Staff also recommends that this new subsection shall sunset effective June 25, 2022 or in the event the salary difference is addressed otherwise, whichever is earlier, and shall be deleted from the Salary Ordinance upon the sunset date. Because not all employees in said supervisory classifications have direct supervision of the said employees in subordinate classifications that create a salary difference, staff is only recommending said two (2) new footnotes as opposed to general salary adjustments for the said supervisory classifications. The respective Agencies will apply such additional compensation (new footnotes) appropriately as outlined in the new subsections 3-11.28 and 3-15.22 of the Salary Ordinance.

Staff also recommends reinstating and amending subsection 3-12.88 of the Salary Ordinance which provides for additional compensation of five-percent (5%) of the base pay for one (1) unrepresented classification, Health Care Program Administrator II (JC #0315SM), when providing clinical expertise and oversight responsibility for public health emergency response functions in the Public Health System Preparedness and Response Unit for HCSA's Public Health Department ("PHD"). On August 8, 2020, said subsection 3-12.88 was sunset as stipulated in the original request approved by your Board on July 24, 2018. However, the current incumbent is expected to continue to perform the critical duties as outlined in said subsection 3-12.88. Because HCSA PHD is inundated with emergency services related to the COVID-19 pandemic, HCSA PHD has not been able to work with the Human Resource Services Department's Personnel Services Division on the possibility of creating a new classification that would incorporate the critical duties associated with said footnote. Therefore, staff recommends reinstating and amending said footnote, subsection 3-12.88, retroactive to August 9, 2020. This subsection shall sunset effective October 1, 2022 and shall be deleted from the Salary Ordinance upon the sunset date.


**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:**

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:  
  
2CC022F934DA404  
Joe Angelo, Director  
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Director of Health Care Services
- Director of Public Works
- Director, General Services Agency

# 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 3, Section 3-11, Subsection 3-11.28** of the County of Alameda Salary Ordinance is hereby added, to be effective on October 4, 2020.

3-11.28 – Effective October 4, 2020, not to exceed two (2) employees in Job Code (JC) #9225 when directly supervising an employee in JC #9220 and said employee is receiving an additional five percent (5%) compensation in accordance with subsection 3-11.13 of the Salary Ordinance for performing lead duties, shall be compensated an additional three and one-half percent (3.50%) of the base pay. The additional compensation authorized herein shall only be applied to ensure employee(s) in JC #9225 receives a total of five percent (5%) above the direct subordinate employee in JC #9220 who receives additional compensation under subsection 3-11.13 of the Salary Ordinance. This footnote shall sunset effective December 26, 2020 and shall be deleted from the Salary Ordinance upon the sunset date.

### SECTION II

**Article 3, Section 3-15, Subsection 3-15.22** of the County of Alameda Salary Ordinance is hereby added, to be effective on October 4, 2020.

3-15.22 – Effective October 4, 2020, not to exceed three (3) employees in Job Code (JC) #9525, when directly supervising employee(s) in JC #9360 and there is a difference of less than five percent (5%) between the base salary of JC #9525 and JC #9360, shall be compensated up to an additional five and one-quarter percent (5.25%) of the base pay. The additional compensation shall only be applied when employees in JC #9525 are directly supervising employees in JC #9360 and to ensure employee(s) in JC #9525 receives a total of five percent (5%) above the base pay of JC #9360. In the event the base salary of JC #9525 increases, such additional compensation authorized herein for employee(s) in JC #9525, who are supervising employees in JC #9360, shall be adjusted accordingly to maintain five percent (5%) above the base pay of JC #9360. This footnote shall sunset effective June 25, 2022 or in the event the five percent (5%) difference between the base salary of JC #9525 and JC #9360 is addressed otherwise, whichever is earlier, and shall be deleted from the Salary Ordinance upon the sunset date.

### SECTION III

**Article 3, Section 3-12, Subsection 3-12.88** of the County of Alameda Salary Ordinance is hereby reinstated and amended as follows:

3-12.88 – Effective July 29, 2018, not to exceed one ~~(1) person~~ ~~employee occupying a position under in~~ Job Code 0315SM, when assigned, in addition to the regular assignment, clinical ~~expertise~~ and oversight responsibilities ~~when overseeing~~ public health emergency response functions in the Public Health System Preparedness and Response Unit, shall be compensated an additional ~~five~~ ~~5~~-percent (5%) compensation. This footnote will sunset on ~~August 8, 2020~~ October 1, 2022 and shall be deleted from the Salary Ordinance upon the sunset date.

#### SECTION IV

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.