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Human Resource Services

October 29, 2014

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment and Administrative Code Amendment

Dear Board Members:

Recommendation:

Adopt (1) a Salary Ordinance amendment amending an existing footnote in the General Services Agency and (2) a Salary Ordinance amendment and Administrative Code amendment relative to increasing the per diem allowance from \$75 per meeting to \$100 per meeting for the Civil Service Commissioners.

Discussion/Findings:

Your representatives and representatives of the Building and Construction Trades Council have agreed to amend Section 3-11.19 of the Salary Ordinance. The current language provides additional compensation to Auto Mechanics who are acting as "leads" in the vehicle service centers, with no "on-site supervisor".

The interpretation of when a supervisor is actually considered "on-site" in the vehicle service centers has caused some confusion when administering the provisions of the footnote. The Auto Mechanic Supervisor is sometimes "on-site", but not on a full-time basis at any of the centers.

Therefore, we are removing the "on-site supervisor" passage from the existing wording, so that all of the vehicle service centers will have a "lead" person who will provide guidance and direction to staff in the absence of the supervisor.

In addition, we are amending Section 3-4.1 of the Salary Ordinance to adjust the per diem rate paid to each member of the Civil Service Commissioners from the current rate of \$75.00 to \$100.00 per meeting. This adjustment is based on the results of an external Market survey, in addition to the fact that the current per diem rate has not been adjusted in over 15+ years. This adjustment will bring the rate more in-line with our Bay Area market and with other County Commissioner rates. Additionally, Section 2.38.070 of the Administrative Code is also being amended as it relates to the Commissioners' compensation and expenses.

Financing:

Funds are available in the 2014-2015 budget appropriation to pay the cost resulting from these actions.

Very truly yours,


for Mary Welch, Interim Director
Human Resource Services

MW:vb
ZBoard Letters 2014\11.04.14 Salary Ordinance and Administrative Code Amendments

Cc: CAO
Auditor-Controller
County Counsel
Director, General Services Agency
Agency/Department Heads

By 

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
ALAMEDA COUNTY ADMINISTRATIVE CODE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Chapter 2.38 Human Resource Services and the Civil Service Commission, of the Alameda County Administrative Code is hereby amended by the amendment thereof of the following:

Section 2.38.070 Members' compensation and expenses is hereby amended to read as follows:

Each commissioner shall receive compensation in the amount set forth in Section 3-4.1, of the Alameda County Salary Ordinance, for each meeting that the Commissioner attends. In addition thereto, commissioners shall be reimbursed the actual amounts of their reasonable and necessary expenses incurred in attending meetings in accordance with the provisions of Chapter 3.36, Travel, Mileage and Vehicle Expenses, of this code.

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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.

MW:vb

Z:\Board Letters 2014\11.04.14 Salary Ordinance and Administrative Code Amendments

By 

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2013 - 2014
ALAMEDA COUNTY SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Section 1-2.2, of Ordinance Number 0-2014-7 of the County of Alameda is hereby amended by the amendment thereof of the following Salary, to be effective November 30, 2014.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0010	NM Civil Service Commissioner					100.00

SECTION II

Article 3, of Ordinance Number 0-2014-7 of the County of Alameda is hereby amended by the amendment thereof of the following notes:

- 3-11.19 Not to exceed one person per vehicle service center (Hayward, Oakland and Santa Rita), occupying a position under Job Code 9420 when assigned "lead" responsibilities over one or more employees with ~~no on-site supervisor~~, shall receive an additional five percent compensation.
- 3- 4.1 Commission members and alternates shall be paid a per diem of \$75 ~~\$100~~ while they are in attendance at meetings of the Commission.

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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.