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Human Resource Services

November 18, 2014

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt Salary Ordinance amendments to (1) establish one new job classification in the District Attorney's Office (2) establish a new footnote for a classification in the District Attorney's Office and (3) establish two new job classifications, one with salary administration criteria, in the Health Care Services Agency.

Discussion/Findings:

We are recommending the establishment of Job Code 8544SM, Assistant Chief of Inspectors in the District Attorney's Office, based on the decision made by the District Attorney, to create an Assistant level administrative position that will provide support to the classification of Chief of Inspectors.

Currently, the Chief of Inspector is solely responsible for supervising all of the Captain of Inspector positions, without any administrative support. Creation of this new job classification will provide additional support to the Chief of Inspector within the Investigation Division.

We are also recommending that an additional 2.5% compensation be provided for up to six positions of Job Code 3300PA, Deputy District Attorney, when assigned by the District Attorney to serve as Team Leaders over other employees in the same job classification. Serving as a Team Leader consists of providing a small level of supervision, coordination and mentoring which is generally performed by the more experienced attorney. The additional footnote compensation would be automatically rescinded if the Team Leader is transferred to an assignment that no longer requires the incumbent to function in this capacity.

Additionally, the Health Care Services Agency has requested the establishment of two new job classifications. The first classification is Job Code 5094SM Division Director, BHCS. Creation of this new job class is based on the Agency's need to establish a broad classification to collapse and align several of the department's management classifications and create more equivalency between the division managers within the Behavioral Health Care Services Department.

The Agency anticipates using this classification to direct and administer programs that represent the full spectrum of services along the continuum of care within BHCS health delivery system, including integrated care and preventative care, in all treatment settings, and/or administrative programs and business functions that support a variety of divisions and programs.


The second job classification is Job Code 5095PA, Compliance Officer, BHCS. This is a single position, will report to the Director, Behavioral Health Care Services, and is responsible for the broad coordination of the Department's comprehensive compliance and privacy assurance program.

Creation of this class will address the department's need for a high level, global approach to broad compliance issues such as complaints and investigations, whistle blowing activities, privacy issues, and other compliance matters associated with the department's business needs.

Financing:

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


Very truly yours,



Mary Welch, Interim Director
Human Resource Services

MW:vb
Z:\Board Letters 2014\12.02.14 Salary Ordinance Amendment

Cc: CAO
Auditor-Controller
County Counsel
District Attorney
Director, Health Care Services Agency

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 addition thereto of the following Job Codes, Titles and Salaries to be effective December 21, 2014.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
8544	SM Assistant Chief of Inspectors	5500.00	5771.20	6064.00	6361.60	6680.00
5094	SM Division Director, BHCS	3762.40	3950.40	4148.00	4355.20	4572.80
5095	PA Compliance Officer, BHCS	3640.00				4492.00

SECTION II

Article 3, of Ordinance Number 0-2014-7 of the County of Alameda is hereby amended by the addition thereto of the following note to be effective on the date shown.

3-10.10 **Effective December 21, 2014**, Not to exceed six positions under Job Code 3300PA, when assigned to perform the function of a Team Leader over other Deputy District Attorneys in the District Attorney's Office shall receive up to an additional 2.5% compensation.

SECTION III

Article 3, of Ordinance Number 0-2014-7 of the County of Alameda is hereby amended by the amendment thereof of the following note to be effective December 21, 2014.

3-12.19 Add "and Job Code 5095PA".

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

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