



SECOND READING

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Human Resource Services

January 11, 2011

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

CONTINUED FROM

Nov 1/25/11 (Item #18)

Dear Board Members:

Recommendation:

That your Board adopt a Salary Ordinance amendment (1) adding four new job classifications, with salary administration criteria in the Treasurer-Tax Collector's Office, and (2) adjusting the salary for a classification in the Social Services Agency.

Discussion/Findings:

The Treasurer-Tax Collector has requested the creation of four new job classifications; the first new job classification is Job Code 0139SM, Treasurer-Tax Collector Financial Manager. Responsibilities include planning, organizing, coordinating and directing the County-wide central cashiering, treasury and tax accounting functions, and the accounting of the Treasurer's investment pool; managing the County-wide (in-house) central banking and external banking activities of the County.

The second new job classification is Job Code 0137SM, Treasurer-Tax Collector Administrator. Responsibilities include planning, organizing and directing the operation of various tax collection programs and activities of the Treasurer-Tax Collector's Office.

The third job classification is Job Code 0141SM, Treasurer-Tax Collector Accounting and Operations Manager. This class sets operating policies and procedures for multi-unit functions that carry various complex fiscal operations relating to County-wide accounting for cash, investments, tax collections, and a specialized trust fund, including a highly complex and automated banking facility for the County.

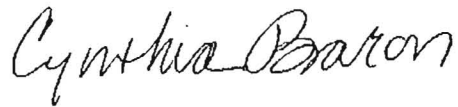
The fourth job classification is Job Code 0134SM, Senior Cashiering Accountant. Responsibilities include performing professional accounting work in the Cashier, Remittance Processing and Vault Operations Unit of the Treasurer-Tax Collector's Office.

Lastly, we are recommending adjusting the salary range for Job Code 0484SM, Staff Development Manager, in the Social Services Agency, to address a compaction problem. This action will correct this issue.

Financing:

Funds are available in the 2010-2011 budget appropriation to pay the costs of these actions.

Very truly yours,

A handwritten signature in black ink that reads "Cynthia Barton". The signature is written in a cursive, flowing style.

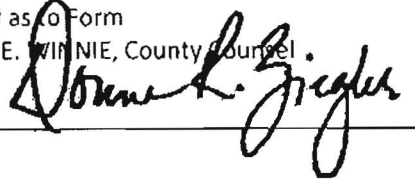
Mary Welch, Interim Director
Human Resource Services

MW:vb

Cc: CAO
Auditor-Controller
County Counsel
Treasurer-Tax Collector
Director, Social Services Agency

Approved as to Form
RICHARD E. WINNIE, County Counsel

By



AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2010 - 2011
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 of 0-2009-51 of the County of Alameda is hereby amended by the addition thereto of the following Job Code Numbers, Titles and Salaries to be effective February 6, 2011.

Job Code	Title	<u>Step 01</u>	<u>Step 02</u>	<u>Step 03</u>	<u>Step 04</u>	<u>Step 05</u>
0137SM	Treasurer-Tax Collector Administrator	3,295.20				4,077.60
0139SM	Treasurer-Tax Collector Financial Manager	4,069.60				4,938.40
0141SM	Treasurer-Tax Collector Accounting and Operating Manager	3,295.20				4,000.80
0134SM	Senior Cashiering Accountant	2,560.00				3,071.20

SECTION II

Article 3, of Ordinance Number 0-2009-51 of the County of Alameda is hereby amended by the addition thereto of the following note to be effective on the date shown.

3-21.86 Effective February 6, 2011, persons employed under Job Codes 0137SM, 0139SM, 0141SM and 0134SM may be compensated at any salary within the salary range of the respective job class as determined by the Agency/Department Head.

SECTION III

Section 1-2.2 of Ordinance Number of 0-2009-51 of the County of Alameda is hereby amended by the amendment thereof of the following Salary to be effective February 6, 2011.

Job Code	Title	<u>Step 01</u>	<u>Step 02</u>	<u>Step 03</u>	<u>Step 04</u>	<u>Step 05</u>
0484SM	Staff Development Manager	3,440.00	3,617.60	3,790.40	3,990.40	4,187.20

SECTION IV

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published 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.