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Human Resource Services

January 23, 2024

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) UPDATE SUBSECTION 3-21.92 TO INCREASE THE NUMBER OF ELIGIBLE EMPLOYEES IN JOB CODE ("JC") 1128 TO RECEIVE LEAD PAY AND 2) ADD NEW SUBSECTION 3-21.110 TO CREATE A FOOTNOTE FOR JC 1240 TO RECEIVE LEAD PAY IN THE PUBLIC DEFENDER'S OFFICE

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to:

- i. Amend Article 3, Section 3-21 (Miscellaneous), subsection 3-21.92 to increase to five (5) employees in the classification of Specialist Clerk I (Job Code ("JC") 1128) eligible to receive an additional five percent (5%) compensation of base pay when assigned lead and training responsibilities over employees in the same and/or equivalent job code with one (1) lead assigned at the East County Branch Office, Fremont Branch Office, Juvenile Branch Office, Main Office and/or Oakland Branch Office of the Public Defender's ("PD's") Office effective January 28, 2024; and
- ii. Amend Article 3, Section 3-21 (Miscellaneous) to add new subsection 3-21.110 to establish a footnote for a total of five (5) employees in the classification of Legal Secretary (JC 1240) when assigned lead and training responsibilities over employees in the same and/or equivalent job code with one (1) lead assigned at the East County Branch Office, Fremont Branch Office, Juvenile Branch Office, Main Office and/or Oakland Branch Office of the PD's Office, to receive an additional five percent (5%) compensation of the base pay effective January 28, 2024.

DISCUSSION/SUMMARY:

In an effort to address the significantly increased workload of the Administrative Specialist Is/IIs and to provide them with adequate support and relief in each of the five (5) branch offices (East County, Fremont, Juvenile, Main, and Oakland) of the PD's Office, staff recommends amending subsection 3-21.92 and adding new subsection 3-21.110 of the Salary Ordinance. Specifically, for subsection 3-21.92, increasing the number of employees in the classification of Specialist Clerk I (JC 1128) from one (1) to five (5) eligible to receive an additional five percent (5%) compensation of base pay when assigned lead and training responsibilities over employees in the same and/or equivalent job code, will allow the PD's Office to designate one (1) employee for each of its branch offices to function in said capacity, as needed. In addition, to provide further support and relief for the Administrative Specialist Is/IIs, adding new subsection 3-21.110 creates a similar footnote for up to five (5) employees in the classification of Legal Secretary (JC 1240) to also perform lead and training responsibilities of the same or equivalent job code, when assigned as needed. Staff recommends that the amendment of

subsection 3-21.92 and addition of subsection 3-21.110 be effective January 28, 2024, and reviewed by the Director of Human Resource Services on or before January 28, 2027.

SELECTION CRITERIA:

N/A


FINANCING:

Funds are available in the 2023-2024 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendations.

VISION 2026 GOAL:

The recommendation meets 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:

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Margarita Zamora, Interim Director
Human Resource Services

- c: CAO
- County Counsel
- Auditor-Controller
- Public Defender

SECOND READING - CONTINUED FROM 01/23/2024

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2023-2024 COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section, Subsection 3-21.92 of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-21.92 – Effective ~~August 2, 2015,~~ January 28, 2024, not to exceed ~~one-five (5)~~ employees in Job Code 1128~~NM~~, when assigned lead and training responsibilities over ~~persons-employees~~ in the same and/or equivalent job codes with one (1) lead assigned at the East County Branch Office, Fremont Branch Office, Juvenile Branch Office, Main Office and/or Oakland Branch Office of the Public Defender's Office at the Oakland Branch Office within the Public Defender's Office, shall be compensated and additional ~~5%five~~ percent (5%) of the base pay. This footnote shall be reviewed by the Director of Human Resource Services on or before January 28, 2027.

SECTION II

Article 3, Section 3-21, Subsection 3-21.110 of the County of Alameda Salary Ordinance is hereby added to read as follows:

3-21.110 – Effective January 28, 2024, not to exceed a total of five (5) employees in Job Code 1240, when assigned lead and training responsibilities over employees in the same and/or equivalent job code with one (1) lead assigned at the East County Branch Office, Fremont Branch Office, Juvenile Branch Office, Main Office and/or Oakland Branch Office of the Public Defender's Office, shall be compensated an additional five percent (5%) of the base pay. This footnote shall be reviewed by the Director of Human Resource Services on or before January 28, 2027.

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.