



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

Human Resource Services

February 7, 2023

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 1-1.1 TO ESTABLISH ONE (1) NEW CLASSIFICATION OF COURT APPOINTED SPECIAL ADVOCATES PROGRAM MANAGER (JC #6187); 2) UPDATE SUBSECTION 3-12.19 TO ADD JC #6187; AND 3) AMEND SECTION 3-12 (HEALTH CARE SERVICES AGENCY) TO ADD SUBSECTION 3-12.98 TO CREATE A FOOTNOTE FOR ONE (1) EMPLOYEE IN THE CLASSIFICATION OF REGISTERED NURSE IV (JC #5320)

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish one (1) new classification of Court Appointed Special Advocates (“CASA”) Program Manager (Job Code (“JC”) #6187) effective March 5, 2023;
- ii. Update Article 3, Section 3-12 (Health Care Services Agency), subsection 3-12.19, to establish salary administration criteria for the new classification of CASA Program Manager (JC #6187) effective March 5, 2023; and
- iii. Amend Article 3, Section 12 (Health Care Services Agency) to add a new subsection 3-12.98, to create a footnote for one (1) employee in the classification of Registered Nurse IV (JC #5320SM) to receive an additional eight percent (8%) compensation of base pay when assigned the responsibilities of training Health Care Services Agency clinical staff on First Call Duty Officer duties and having oversight of the Alameda County Public Health Department’s Duty Officer program on behalf of the County of Alameda (“County”) retroactive to January 9, 2022.

DISCUSSION/SUMMARY:

Staff recommends that your Board approve establishing one (1) new classification of CASA Program Manager (JC #6187) represented by the Alameda County Management Employees’ Association (“ACMEA”) General Government Unit, effective March 5, 2023. The Health Care Services Agency (“HCSA”) requested the creation of this new classification of CASA Program Manager (JC #6187) to provide day-to-day operational oversight and supervision of program staff. This is a single-position classification created to closely reflect the duties and uniqueness of the CASA program requirements. The CASA Program Manager (JC #6187) is the first-line manager and in addition to supervising assigned staff, this position will be responsible for developing techniques to evaluate the CASA program’s effectiveness and oversee the recruitment and support of CASA volunteers and recommend program modifications or development. This position will report to the recently created classification of CASA Program Administrator (JC #6188). Staff recommends establishing the proposed salary

range for the new classification of CASA Program Manager (JC #6187) as listed in the Salary Ordinance amendment effective March 5, 2023.

In addition, staff recommends amending Article 3, Section 3-12 (Health Care Services Agency), subsection 3-12.19 of the Salary Ordinance to include salary administration criteria for the new classification of CASA Program Manager (JC #6187) effective March 5, 2023.

Lastly, at the request of HCSA, the Human Resource Services, Personnel Services Division determined that additional compensation is warranted for one (1) employee in the classification of Registered Nurse IV (JC #5320), when assigned the responsibilities of training HCSA clinical staff on First Call Duty Officer duties and having oversight of the Alameda County Public Health Department's Duty Officer program on behalf of the County. The additional duties require the incumbent to develop, administer, implement and oversee the training for all clinical managers (nurse and physician managers) within HCSA for the First Call Duty Officer program. In addition, the incumbent is responsible for oversight of the entire Duty Officer Program (First and Second Call Duty Officer) on behalf of the County. Due to the extenuating circumstances surrounding the additional functions and the meet and confer process, staff recommends adding a new subsection 3-12.98 to establish a footnote for one (1) employee in the classification of Registered Nurse IV (JC #5320) when assigned the responsibilities as outlined above, to receive an additional eight percent (8%) compensation of the base pay retroactive to January 9, 2022. Said footnote will be reviewed by the Director of Human Resource Services on or before January 4, 2025.

FINANCING:

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation.

VISION 2026 GOAL:

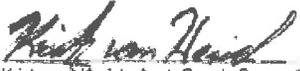
The annual Ordinance adoption meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

24663D9E074A48D...
Margarita Zamora
Labor Relations Manager

- c: CAO
- Auditor-Controller
- County Counsel
- Director, Health Care Services Agency

By 
Kristy van Herick, Asst. County Counsel

O-2023-5

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2022-2023
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby amended thereto of the following job code, title and salary, to be effective as follows:

Job Code	Classification Title	Eff. Date	Unit Code	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA Status
6187	SM Court Appointed Special Advocates Program Manager	3/5/2023	R45	3416.00				4576.80	X

SECTION II

Article 3, Section 3-12, Subsection 3-12.19 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-12.19 – Persons occupying positions under the following Job Codes may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Director of Health Care Services: 0225EM (effective 11/14/10, BOS approved 11/2/10); 0302PA (effective 3/7/10, BOS approved 2/9/10); 0310PA, 0313SM, 0401SM Director of Interagency Children’s Policy Council (effective 3/15/15, BOS approved 3/10/15); 1500SM (effective 6/6/16, BOS approved 5/24/16); 5021NM (effective 6/28/20, BOS approved 6/23/20); 5044EM, 5045EM (effective 5/26/13, BOS approved 5/21/13); 5046SM (effective 6/14/20, BOS approved 6/9/20); 5047SM, 5049PA (BOS approved 3/11/08); 5055SM (effective 6/17/16, BOS approved 7/12/16); 5056EM (BOS approved 12/19/17); 5061SM, 5062SM (effective 7/2/17, BOS approved 6/27/17); 5063SM, 5064SM (effective 1/12/20; BOS approved 1/14/20); 5065SM, 5067SM, 5069SM (effective 4/13/14, BOS approved 4/8/14), 5071PA; 5074SM (effective 1/24/21; BOS approved 1/12/21); 5075SM (effective 2/3/13, BOS approved 1/29/13); 5077SM, 5079SM, 5080SM, 5086SM (effective 1/25/09, BOS approved 1/27/09); 5087SM (effective 2/5/23); 5088PA, 5091SM (BOS approved 12/19/17); 5095PA (effective 12/21/14, BOS approved 12/16/14); 5096SM (effective 09/20/09, BOS approved 9/15/09); 5098SM (effective 3/21/10, BOS approved 3/16/10); 5390PA (effective 7/29/18, BOS approved 7/24/18); 5391PA (effective 10/3/10, BOS approved 9/28/10); 5643PA (effective 9/23/07); 5681EM (effective 11/1/20); 5693SM (effective 2/1/15, BOS approved 1/27/15); 5760SM (effective 2/14/16, BOS approved 2/2/16); 5777PA, 5778SM (effective 7/28/19, BOS approved 7/23/19); 5782SM (effective 3/26/17, BOS approved 3/21/17); 5789SM (effective 9/24/17, BOS approved 9/12/17); 5791SM (effective 9/23/07); 5801SM (effective 11/15/09, BOS approved 11/10/09); 6141PA; 6186SM; 6187SM (effective 3/5/23); 6188SM (effective 2/5/23); 6494SM, 6645SM, 6516SM, 6517SM (effective 4/4/10, BOS approved 3/30/10); 6518PA (effective 11/14/10, BOS approved 11/2/10); 6647SM (effective 1/25/09, BOS approved 1/27/09); 6780SM (effective 7/28/19, BOS approved 7/23/19); 6910PA (effective 7/28/19, BOS approved 12/19/17); (BOS approved amendment 2/4/20) (BOS approved amendment 10/20/20); (BOS approved amendment 1/12/21).

SECTION III

Article 3, Section 3-12, Subsection 3-12.98 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

3-12.98 – Effective January 9, 2022, not to exceed one (1) employee in Job Code #5320 when assigned the responsibilities of training Health Care Services Agency clinical staff on First Call Duty Officer duties and having oversight of the Alameda County Public Health Department's Duty Officer program on behalf of the County of Alameda shall receive an additional eight percent (8%) compensation of the base pay. This footnote shall be reviewed by the Director of Human Resource Services on or before January 4, 2025.

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.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **28th** day of **February, 2023**, to wit:

AYES: Supervisors Carson, Haubert & President Miley – 3

NOES: None

EXCUSED: None

ABSTAINED: Supervisor Tam – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30982

Agenda No: 45

Document No: O-2023-5



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: R Bauly
Deputy