



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

Human Resource Services

February 27, 2024

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO SUBSECTIONS 1-1.1 TO ESTABLISH THREE (3) NEW CLASSIFICATIONS OF CHIEF POLICY AND STRATEGIC OFFICER, SHERIFF'S OFFICE (JC #8851), WASTE PROGRAM MANAGER, COMMUNITY DEVELOPMENT AGENCY (JC #2941), AND SUPERVISING SAFETY OFFICER, HCSA (JC #2118); AND 3-17.36 TO ESTABLISH SALARY ADMINISTRATION CRITERIA FOR JC #8851

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish three (3) new classifications effective March 17, 2024: 1) Chief Policy and Strategic Officer, Sheriff's Office (Job Code ("JC") #8851) located in the Alameda County Sheriff's Office ("ACSO"), 2) Waste Program Manager, Community Development Agency (JC #2941) located in the Community Development Agency ("CDA"), and 3) Supervising Safety Officer, HCSA (JC #2118) located in the Health Care Services Agency ("HCSA"); and
- ii. Amend Article 3, Section 17 (Sheriff's Department), subsection 3-17.36, to establish salary administration criteria for the new classification of Chief Policy and Strategic Officer, Sheriff's Office (JC #8851) effective March 17, 2024.

DISCUSSION/SUMMARY:

The Human Resource Services Department received three (3) requests to create departmental-unique classifications to perform new and permanent duties in support of business operations and determined that each is warranted. The first request is from ACSO to create a Chief Policy and Strategic Officer, Sheriff's Office (JC #8851) classification as part of the ACSO's Transition Plan. This new classification is politically astute in the realm of County of Alameda ("County") politics, knowledgeable about the various community-based organizations working within the County, can assist with informing ACSO's policy and practice through a lens of County governance and community engagement, and will serve as a liaison between ACSO and the Office of the Inspector General and the Civilian Oversight Board. In addition to these critical needs, this new classification will also aid the External Affairs & Strategic Initiatives staff to implement ACSO's strategic plan and to ensure ACSO goals are implemented. The new classification job specification was approved by the Civil Service Commission ("CSC") on January 10, 2024. Subsequently, staff conducted a market survey of the five (5) Bay Area counties and did not find any comparable matches. As such, staff proposes the new salary based on an internal relationship to comparable classifications in the County, equivalent in level and scope of responsibilities and organizational structure and recommends the salary as outlined in the attached Salary Ordinance amendment.

The second request is from CDA to create a Waste Program Manager, Community Development Agency (JC #2941) classification located within its Planning Department. Since the County adoption of the Solid Waste Collection and Organics Waste Reduction Ordinance to comply with Senate Bill ("SB") 1383, CDA has been utilizing a temporary position to manage and supervise staff who are responsible for the day-to-day functions of the County's Waste Management Program ("Program"). However, as legislation and funding continue to develop and expand in this area, the County is taking a lead role in waste management recycling policy and implementation; moreover, the Program is expected to grow over time. As such, a new permanent classification is warranted. The job specification for this new classification was approved by the CSC on December 13, 2023. Staff conducted an external salary survey of the five (5) surrounding Bay Area counties and did not find any comparable matches. Consequently, the proposed salary for the new classification is based on the internal relationship of comparable first-line supervisor classifications of Senior Planner (JC #2940) and Senior Code Enforcement Officer (JC #8764). Therefore, staff recommends the salary for the new classification of Waste Program Manager, Community Development Agency (JC #2941) be established as outlined in the Salary Ordinance amendment.

The third request is from the HCSA to create a Supervising Safety Officer, HCSA (JC #2118) classification to oversee a comprehensive health, safety, and accident prevention program in HCSA, including supervising staff and directing all aspects of said program. The new classification will manage a multidisciplinary team, including employees assigned to perform safety-related functions, such as those in the classification of Safety Officer (JC #2117). The job specification for this new classification was approved by the CSC on December 13, 2023. The proposed salary is based on an internal relationship with the subordinate classification of Safety Officer (JC #2117) and set at 10% above the Safety Officer (JC #2117). On December 28, 2023, staff extended an offer to the Alameda County Management Employees Association ("ACMEA") to meet and confer on the impacts of the decision to implement the proposed salary of the Supervising Safety Officer, HCSA (JC #2118); ACMEA did not respond by the requested deadline. As such, staff recommends the creation of the new classification of Supervising Safety Officer, HCSA (JC #2118) with the salary as outlined in the attached Salary Ordinance amendment.

In addition, staff recommends amending subsection 3-17.36 of Article 3, Section 3-17 (Sheriff's Department) of the Salary Ordinance to establish salary administration criteria for the new classification of Chief Policy and Strategic Officer, Sheriff's Office (JC #8851) effective March 17, 2024, including some non-substantive language clean up.

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:

24C63D8E074A48D...
Margarita Zamora, Interim Director
Human Resource Services

- c: CAO
- County Counsel
- Auditor-Controller
- Sheriff
- Director, CDA
- Director, HCSA

SECOND READING - CONTINUED FROM 02/27/2024

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 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby added thereto of the following job codes, titles and salaries effective on March 17, 2024 as shown below:

Item	MC	Classification Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
8851	PA	Chief Policy and Strategic Officer, Sheriff's Office	U15	4790.40				5822.40	X
2941	SM	Waste Program Manager, Community Development Agency	U15	4720.80	4956.80	5204.80	5464.80	5738.40	X
2118	SM	Supervising Safety Officer, Health Care Services Agency	R15	3852.80	4045.60	4248.00	4460.00	4683.20	X

SECTION II

Article 3, Section 3-17, Subsection 3-17.36 of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-17.36 – ~~The employees occupying the position under in~~ Job Codes 1871SM, 5151PA, 6072EM, 6500SM, 6502PA, 8549N, 8561N, 8562N, 8724PA, 8751N, 8756PA, 8850PA, [8851](#); and 8860PA may be compensated at any biweekly amount in the salary range for that classification as determined by the Department Head.

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.