



Human Resource Services

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

**CONTINUED FROM** (Item # 33)  
February 28, 2012 Tuesday, 2/28/12  
**SECOND READING**

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendment**

Dear Board Members:

**Recommendation:**

That your Board adopt a Salary Ordinance amendment establishing one new job classification in the Human Resource Services Department, with salary administration criteria.

**Discussion/Findings:**

The Human Resource Services Department is recommending the new job classification of 1294N, Clerical Assistant II, Services-As-Needed, Temporary Assignment Pool (TAP). This action is necessitated by the need to employ clerical staff that posses a higher-level skill set beyond what currently exist. Incumbents in this position work under supervision, and are assigned a variety of general clerical duties, which vary from assignment to assignment, performing duties respectively in the classification as determined by the specific assignment/position. The salary administration criteria will be the same as for all job classes in the TAP program.

**Financing:**

Funds are available in the 2011-2012 budget appropriation to pay the cost of this action.

Very truly yours,

Mary Welch, Interim Director  
Human Resource Services

- C: CAO
- Auditor-Controller
- County Counsel
- Agency/Department Heads

Approved as to Form  
Donna Eiegler County Counsel

By \_\_\_\_\_



AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2011 - 2012  
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 0-2011-4 of the County of Alameda is hereby amended by the addition thereof of the following Job Code, Title and Salary, to be effective March 18, 2012.

Job Code	Title	Step 01	Step 02	Step 03	Step 04	Step 05
1294 N	Clerical Assistant II (Services-As-Needed) TAP	18.00				40.00

**SECTION II**

Section 3-13.11 is hereby amended by the addition thereto of the following Job Code number to be effective March 18, 2012.

Add "and 1294N between 1293N and 1780N"

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