



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

Human Resource Services

February 28, 2023

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE SUBSECTION 1-1.1 TO: 1) INCREASE THE SALARIES FOR FORENSIC PATHOLOGIST SAN, SUPERVISING CIVIL LEGAL SECRETARY, & CIVIL LEGAL SECRETARY; 2) CORRECT THE SALARY RATES FOR UAPD CLASSES; AND 3) ESTABLISH FORENSIC BEHAVIORAL HEALTH CLINICIAN I, FORENSIC BEHAVIORAL HEALTH CLINICIAN II, & MLAS CASE MANAGER TRAINEE CLASSES; AMEND SUBSECTION 3-13.3 TO ADD JC #0457; & ADD SUBSECTION 3-12.99

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- A. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to:
 - 1. Increase the salary rates for two (2) Unrepresented M-designated classifications of: i) Forensic Pathologist SAN (Job Code ("JC") #5151N), related to the Alameda County Management Employees' Association ("ACMEA") General Government Unit, by the same three and one-half percent (3.5%) wage increase previously approved effective December 25, 2022; and ii) Supervising Civil Legal Secretary (JC #1244) by two point thirty one percent (2.31%) effective March 19, 2023;
 - 2. Increase the salary rates for one (1) classification of Civil Legal Secretary (JC #1242) represented by the Service Employees International Union Local 1021 ("SEIU"), by five percent (5%), including amending the salary administration from a single step to a 5-step salary classification effective March 19, 2023;
 - 3. Correct the salary rates for the classifications represented by the Union of American Physicians and Dentists ("UAPD") in the Salary Ordinance to reflect the same salary rates as outlined in the 2022 – 2025 UAPD Memorandum of Understanding ("MOU"); and
 - 4. Establish three (3) new classifications of 1) Forensic Behavioral Health Clinician I (JC #6528) and 2) Forensic Behavioral Health Clinician II (JC #6529), represented by SEIU, located in the Health Care Services Agency ("HCSA"), and 3) Medical Leaves & Accommodation Services ("MLAS") Case Manager Trainee (JC #0457), Unrepresented, located in the Human Resource Services Department ("HRS") effective March 19, 2023.
- B. Amend Article 3, Section 3-13 (Human Resource Services) to update subsection 3-13.3 to add salary administration criteria for the new classification of MLAS Case Manager Trainee (JC #0457) effective March 19, 2023.

- C. Add subsection 3-12.99 to Article 3, Section 12 (Health Care Services Agency) to establish a retention bonus incentive program that pays amounts ranging from \$8,000 to \$12,000 for existing employees in certain clinical-based positions, represented by SEIU, within the Adult Forensic Behavioral Health (“AFBH”) Division located at Santa Rita Jail (“SRJ”), paid in specified increments based on defined criteria over a three (3) year period effective March 19, 2023.

DISCUSSION/SUMMARY:

On January 7, 2023, your Board approved increasing the salaries of certain Unrepresented M-designated classifications related to the ACMEA General Government and Confidential Units by three and one-half percent (3.5%) effective December 25, 2022. The salary rates previously listed on the Salary Ordinance for the classification of Forensic Pathologist SAN (JC #5151N) did not include the three and one-half percent (3.5%) increase. As such, staff recommends approving the corrected salary rates listed in the attached Salary Ordinance.

In addition, the Office of County Counsel requested a review of the Civil Legal Secretary (JC #1242) classification to address the ongoing recruitment challenges for said classification. The HRS Personnel Services Division (“PSD”) completed a comprehensive review and determined a salary adjustment of five percent (5%) is warranted in an effort to increase the applicant pool to address significant recruitment challenges. There is a large number of vacant positions and staff believes the salary adjustment will attract a larger number of applicants. Furthermore, after evaluation of the proposed salary adjustment for the Civil Legal Secretary classification (JC #1242), staff determined that the salary steps for said classification do not comport with Section 4-15 (Step Defined) of the Salary Ordinance. As such, staff also recommends updating the classification from a single step to a 5-step salary classification. Staff notified SEIU of this recommendation and SEIU did not respond to the offer to meet and confer. In addition, as a result of the recommended salary adjustment for the Civil Legal Secretary classification (JC #1242), staff also recommends increasing the salary of the Supervising Civil Legal Secretary classification (JC #1244) by two and thirty-one hundredths percent (2.31%) to address the compaction issue given the recommended salary adjustment for the Civil Legal Secretary (JC #1242) classification.

Furthermore, on January 23, 2023, your Board approved the successor UAPD 2022-2025 MOU. The salary rates approved in Article 1, Section 1-1 (Pay Rates), subsection 1-1.1 of the Salary Ordinance do not comport with the negotiated rates approved and as outlined in the successor MOU Appendices A (Salaries UAPD July 10, 2022 – July 5, 2025) and B (Services as Needed Salaries UAPD July 10, 2022 – July 5, 2025), specifically for the Physician classification series. Therefore, staff recommends correcting the salary rates in Article 1, Section 1-1, subsection 1-1.1 of the Salary Ordinance to reflect the correct general wage increases and salary adjustments as outlined in said Appendices. Further, there is a typographical error in the UAPD 2022-2025 MOU, Section 16. (Wages), referencing the effective date of the first general wage increase and special adjustments as November 14, 2022. The correct negotiated effective date is November 13, 2022, which is the beginning of the pay period. Therefore, staff recommends correcting the typographical error.

Also, the HCSA's Alameda County Behavioral Health (“ACBH”) AFBH Division continues to face ongoing recruitment challenges with the licensed clinical positions at SRJ. Despite HCSA hiring an executive recruiter to help with the search, a hiring bonus incentive program for new hires as well as for newly promoted employees, and a 15% additional compensation associated with specific work being performed at SRJ, AFBH has 49 Behavioral Health Clinician vacancies at SRJ. To enhance recruitment efforts, the ACBH requested to create forensic specific classifications to tailor the job specification to the required work performed at SRJ and establish the base salary at a rate that incorporates any additional compensation. Based on ACBH's request, the HRS Personnel Services Division created two (2) new classifications of Forensic Behavioral Health Clinician I (JC #6528) and Forensic Behavioral Health Clinician II (JC #6529) to specifically outline duties and responsibilities of clinicians at SRJ and set the base salary at a rate that incorporates the existing 15% additional compensation as well as including an additional 10% to the total base salary to attract more potential candidates. As such, staff recommends establishing said new classifications effective March 19, 2023.

Separately, in an effort to develop a career path to the classification of MLAS Case Manager (JC #0467), HRS created the MLAS Case Manager Trainee classification. The MLAS Case Manager Trainee classification establishes a flexibly staffed series for the MLAS Case Manager classification. This will allow incumbents at the trainee-level to be trained and learn the full scope of the day-to-day disability related consultation, technical assistance and support to County agencies/departments who have centralized their medical leave and accommodation program pursuant to County policies and procedures, state and federal disability laws and leave provisions, and other applicable statutes, needed to proficiently perform at the journey level of MLAS Case Manager. The salary for this new classification is determined based on the internal relationship of the higher-level classification of MLAS Case Manager as reflected in the Salary Ordinance. In addition, staff recommends amending Article 3, Section 13 (Human Resource Services), subsection 3-13.3 of the Salary Ordinance to include salary administration criteria for this new classification, MLAS Case Manager Trainee (JC #0457), effective March 19, 2023.

Lastly, on March 8, 2022, your Board approved a hiring incentive program for newly hired and newly promoted employees in certain clinical classifications in the AFBH Division, located at SRJ effective January 23, 2022 to address ongoing critical recruitment and retention challenges. As noted above, AFBH continues to experience recruitment challenges, and over the past year has also faced retention challenges with the clinical positions at SRJ. As such, staff recommends establishing a retention bonus program for clinical positions at SRJ. The retention bonus program consists of a \$8,000, \$10,000 and \$12,000 stipend for existing employees in the classifications of Mental Health Specialist I (JC #6490)/Mental Health Specialist II (JC #6491)/Mental Health Specialist III (JC #6492)/Rehabilitation Counselor I (JC #6638)/Rehabilitation Counselor II (JC #6640); Behavioral Health Clinician I (JC#6505NM); Behavioral Health Clinician II (JC#6510NM)/Marriage and Family Therapist II (JC#6497NM), respectively. The retention bonus is to be paid in specified increments based on defined criteria over a three (3) year period as outlined in the attached Salary Ordinance. Moreover, staff also recommends adding the new classifications as referenced above, Forensic Behavioral Health Clinician I (JC #6528) and Forensic Behavioral Health Clinician II (JC #6529), as covered under said retention bonus program given that existing employees who are in the licensed clinical classifications are anticipated to be reclassified into the proposed new classifications once the classifications are established. This retention bonus program provision shall be reviewed within three (3) years from the effective date, by the Director of HRS.

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 applicable recommendations.

VISION 2026 GOAL:

The Salary Ordinance amendments 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:

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Joe Angelo, Director
Human Resource Services

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

By 
Kristy van Herick, Asst. County Counsel

O-2023-12

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 as follows:

Item	MC	Title	Eff Date(s)	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA
0457	CA	Medical Leaves & Accommodation Services Case Manager Trainee	3/19/23	U50	2920.80				3728.00	X
1242	NM	Civil Legal Secretary	3/19/23	010	2781.00	2919.75	3066.00	3069.75 3219.00	3240.003380.25	N
1244	SM	Supervising Legal Secretary	3/19/23	U15	3076.80 3148.00	3496.80 3270.40	3356.00 3433.60	3525.60 3607.20	3700.00 3785.60	X
5135	NM	Physician I	11/13/22 11/12/23 11/10/24	018	8432.80 8152.00 8417.60 8437.60 8742.00 8732.80	8624.00 8544.80 8822.40 8844.00 9134.20 9153.60	8955.20 8977.60 9268.80 9292.00 9593.60 9617.60	9400.00 9422.40 9728.80 9752.00 10069.60 10093.60	9875.20 9899.20 10220.80 10245.60 10578.40 10604.00	N
5135	N	Physician I	11/13/22 11/12/23 11/10/24	024					428.66126.96 433.46133.47 437.82138.14	N
5137	NM	Physician II	11/13/22 11/12/23 11/10/24	018	8955.20 8977.60 9268.80 9292.00 9593.60 9617.60	9400.00 9422.40 9728.80 9752.00 10069.60 10093.60	9875.20 9899.20 10220.80 10245.60 10578.40 10604.00	10366.40 10391.20 10729.60 10755.20 11104.80 11132.00	10880.80 10906.40 11264.00 11288.00 11656.00 11683.20	N
5137	N	Physician II	11/13/22 11/12/23 11/10/24	024					446.42146.47 451.23151.60 456.52156.91	N
5139	NM	Physician III	11/13/22 11/12/23 11/10/24	018	9875.20 9899.20 10220.80 10245.60 10578.40 10604.00	10366.40 10391.20 10729.60 10755.20 11104.80 11132.00	10880.80 10906.40 11264.00 11288.00 11656.00 11683.20	11446.00 11443.20 11815.20 11844.00 12228.80 12258.40	11990.40 12019.20 12440.40 12440.00 12844.80 12875.20	N
5139	N	Physician III	11/13/22 11/12/23 11/10/24	024					464.79162.19 467.45167.87 473.34173.75	N
5151 N	PA	Forensic Pathologist SAN	12/25/22	U15	136.02 140.78				465.26 171.04	X
6528	NM	Forensic Behavioral Health Clinician I	3/19/23	005		4038.75	4209.75	4404.75	4635.00	N
6529	NM	Forensic Behavioral Health Clinician II	3/19/23	005		4404.75	4635.00	4853.25	5076.00	N

SECTION II

Article 3, Section 3-13, Subsection 3-13.3 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-13.3 — Persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0265CA, 0266CA, 0267PA, 0268CA, 0269CA, 0273, 0276CA (effective 10/12/14), 0277SM, 0279CA, 0280CA, 0281SM, 0282CA, 0283CA, 0284PA, 0285SM, 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), and 0296SM (effective 3/11/18), 0457 (effective 3/19/23), 0463SM (effective 6/9/13), 0464CA (effective 4/9/17), 0466PA, 0467CA, 0468SM, 0471SM, 0473SM, 0474PA, 0477PA, 0479PA, 0482PA, 0483PA and 0294SM (effective 10/8/17) may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Department Head.

Provided further that in order to receive a salary in the top five percent (5%) of the salary range, those persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0266CA, 0267PA, 0268CA, 0273, 0277SM, 0280CA, 0281SM, 0282CA, 0284PA, 0285SM, and 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), 0463M (effective 6/9/13), 0466PA, 0467CA, 0468PA and 0473SM must be assigned, on a regular basis, the most difficult and/or sensitive projects, or have administrative/managerial responsibilities not ordinarily part of their on-going assignment, and/or performance evaluations deemed by the Department Head to be extraordinary. It is further provided that the salaries shall not be subject to the Five Step Plan nor to general adjustments prescribed for other County employees.

SECTION III

Article 3, Section 3-12, subsection 3-12.99 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

3-12.99 – Effective March 19, 2023, existing employees hired prior to January 23, 2022, in Job Codes 6490, 6491, 6492, 6497, 6638, 6640, 6505, 6510, 6528 and 6529 assigned to Santa Rita Jail, shall receive a one-time retention bonus to be paid over a 3-year period, with the first year in quarterly instalments as follows:

Mental Health Specialist I (JC #6490)/Mental Health Specialist II (JC #6491)/Mental Health Specialist III (JC #6492)/Rehabilitation Counselor I (JC #6638)/Rehabilitation Counselor II (JC #6640) - \$8,000

- \$500 after completion of 6-pay periods of employment following March 19, 2023.
- \$650 after completion of 12-pay periods of employment following March 19, 2023.
- \$850 after completion of 19-pay periods of employment following March 19, 2023.
- \$1,500 after completion of 26-pay periods of employment following March 19, 2023.
- \$2,250 after completion of 52-pay periods of employment following March 19, 2023.
- \$2,250 after completion of 78-pay periods of employment following March 19, 2023.

Behavioral Health Clinician I (JC #6505) - \$10,000

- \$850 after completion of 6-pay periods of employment following March 19, 2023.
- \$1,100 after completion of 12-pay periods of employment following March 19, 2023.
- \$1,400 after completion of 19-pay periods of employment following March 19, 2023.
- \$1,650 after completion of 26-pay periods of employment following March 19, 2023.
- \$2,500 after completion of 52-pay periods of employment following March 19, 2023.
- \$2,500 after completion of 78-pay periods of employment following March 19, 2023.

Behavioral Health Clinician II (JC #6510), Marriage and Family Therapist II (JC #6497), Forensic Behavioral Health Clinician I (JC #6528) and Forensic Behavioral Health Clinician II (JC #6529) - \$12,000

- \$1,000 after completion of 6-pay periods of employment following March 19, 2023.
- \$1,300 after completion of 12-pay periods of employment following March 19, 2023.
- \$1,700 after completion of 19-pay periods of employment following March 19, 2023.
- \$2,000 after completion of 26-pay periods of employment following March 19, 2023.
- \$3,000 after completion of 52-pay periods of employment following March 19, 2023.
- \$3,000 after completion of 78-pay periods of employment following March 19, 2023.

This provision shall be reviewed 3-years from March 19, 2023 by the Director of Human Resource Services.

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 **21st** day of **March, 2023**, to wit:

AYES: Supervisors Carson, Haubert, Tam & President Miley – 4

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30982
Agenda No: 16
Document No: O-2023-12



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: 
Deputy