



Human Resource Services

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March 7, 2017

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

- A. Adopt a Salary Ordinance amendment to establish the new job classification of Disability Programs Technician, in the Human Resource Services Department, that includes salary administration criteria; and
- B. Establish a footnote for one position of Procurement Administrator in the General Services Agency

Discussion/Findings:

We recommend establishing the new job classification of Job Code 0467CA, Disability Programs Technician, located in the centralized Disability Program Division (DPD) of the Human Resource Services Department. Under direct supervision of the Disability Programs Supervisor, incumbents will provide day-to-day assistance and support to County agencies/departments pursuant to policies and procedures, state and federal disability laws and leave provisions and other applicable statutes, and perform other related work as required.

In addition, General Services Agency has requested that an additional five percent compensation be provided for one position of Job Code 0185SM, Procurement Administrator when assigned to oversee the Office of Acquisition Policy (OAP). This Unit is currently being managed by the Chief Deputy of Administration, GSA. However, based on the needs of the department, it was decided to have the Procurement Administrator to oversee this critical Agency unit. Creation of this footnote will recognize this added responsibility.

Funding:

Funds are available in the Fiscal Year 2016-2017 Approved Budget appropriation to pay the cost resulting from these actions and there is no increase in net County cost.


Very truly yours,

Kathy Mount, Interim Director
Human Resource Services

KM:vb

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Cc: County Administrator
Auditor-Controller
County Counsel
Director, General Services Agency


By _____

O-2017-15

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2016-2017
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following Job Code, Title and Salary, to be effective April 9, 2017.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0464	CA Disability Programs Technician	2168.80				2634.40

SECTION II

Article 3, Section 3-13, of the County of Alameda Salary Ordinance is hereby amended by adding language to the following note, to be effective April 9, 2017.

3-13.3 Add 'and Job Code 0464CA'

SECTION III

Article 3, Section 3-11, of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note, to be on the date shown.

3-11.24 Effective April 9, 2017, one person occupying a position under Job Code 0185SM when assigned to oversee the Office of Acquisition Policy (OAP) shall receive an additional five (5) percent compensation.

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

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 28th day of, March, 2017, to wit:

AYES: Supervisors Carson, Miley, & President Chan - 3

NOES: None

EXCUSED: Supervisors Haggerty & Valle – 2



PRESIDENT, BOARD OF SUPERVISORS

File: 29922
Agenda No: 20
Document No: O-2017-15



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. Bailey
Deputy