



Human Resource Services

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March 29, 2011

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

CONTINUED FROM (Item #18)
Tuesday, 4/12/11

Subject: Salary Ordinance Amendment

Dear Board Members:

SECOND READING

Recommendation:

That Your Board adopt a Salary Ordinance amendment adding two new job classifications in the Probation Department, adjusting the salary for a position in the Social Services Agency, and adding a footnote in the Sheriff's Office.

Discussion/Findings:

The Probation Department has requested the creation of two job classifications; the first new job classification is Job Code 6137EM, Administrative Chief of Staff, Probation. Responsibilities include overseeing a variety of functions in the central office including Human Resources, Information Services, Fiscal, Administrative Support and Training.

The second new job classification is Job Code 6135PA, Probation Project Coordinator. Responsibilities include providing support to the department in implementing departmental projects and programs that improve the efficiency and effectiveness of the Probation Department's interagency relationships and probation outcomes.

In addition, we are recommending adjusting the salary range for Job Code 1476, Veterans Service Representative in the Social Services Agency, to offer lateral/promotional opportunities to internal applicants.

Lastly, we are recommending a footnote be established for the Supervising Legal Clerk position in the Sheriff's Office Civil Unit. Over time, the size of the unit has increased the number of staff being supervised by this position. This footnote will recognize this added responsibility.

By Donna L. Ziegler

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2010-2011
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 0-2009-51 of the County of Alameda is hereby amended by the addition thereto of the following Job Code Numbers, Titles and Salaries, to be effective May 1, 2011.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
6135	PA Probation Project Coordinator	2796.80	2936.80	3084.00	3238.40	3400.00
6137	EM Administrative Chief of Staff, Probation	4227.20	4438.40	4660.80	4893.60	5138.40

SECTION II

Section 1-2.2 of Ordinance Number 0-2009-51 of the County of Alameda is hereby amended by the amendment thereof of the following salary, to be effective May 1, 2011.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1476	Veterans Service Representative	1709.25	1779.00	1857.75	1940.25	2025.75

SECTION III

Article 3, of Ordinance Number 0-2009-51 of the County of Alameda is hereby amended by the addition thereto of the following note, to be effective May 1, 2011.

- 3-17.46 Any person occupying a position under Job Code 1514SM who is assigned to act as Supervising Legal Clerk over persons in Job Codes 1305, 1310, 1511 or 1513, shall be compensated an additional 5 percent when the number of employees supervised is greater than 9.

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 and of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.