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Human Resource Services

April 28, 2020

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO: 1) ESTABLISH THE CLASSES OF DEPARTMENTAL COMMUNICATIONS MANAGER (JOB CODE #0322SM) & E-STUDIO INSTRUCTIONAL DESIGN TRAINER (JOB CODE #6793PA); 2) AMEND SUBSECTION 3-21.24 OF ARTICLE 3 TO INCLUDE THESE CLASSES, JOB CODES #0322SM & #6793PA; 3) ADJUST THE SALARIES FOR JOB CODES #0299N, 5797N, AND 0298N; AND 4) AMEND SUBSECTION 3-21.98 OF ARTICLE 3

Dear Board Members:

RECOMMENDATIONS:

- A. Adopt Salary Ordinance amendments to:
 - i. update Article 1, Section 1-1, Subsection 1-1.1, to establish two (2) new classifications of Departmental Communications Manager (Job Code #0322SM) and E-Studio Instructional Design Trainer (Job Code #6793PA) effective May 17, 2020; and adjust the salaries for the classifications of Administrative Intern Services-as-Needed (SAN) (Job Code #0299N), Health Services Consultant SAN (Job Code #5797N), and Special Examiner SAN (Job Code #0298N) by increasing the Step 1 salary rate to fifteen dollars (\$15.00) per hour retroactive to January 1, 2020;
 - ii. amend the salary administration criteria referenced in Article 3, Section 3-21, Subsection 3-21.24 to include the new classifications of Departmental Communications Manager (Job Code #0322SM) and E-Studio Instructional Design Trainer (Job Code #6793PA), effective May 17, 2020; and
 - iii. update Article 3, Section 3-21, Subsection 3-21.98.

DISCUSSION/SUMMARY:

We recommend establishing the new countywide classification of Departmental Communications Manager (Job Code #0322SM). The creation of the Departmental Communications Manager classification was requested by several County agencies/departments to fill a need for the assigned incumbents to administer and oversee a comprehensive communications program which provides public relations and marketing services to promote programs and services within the respective agency/department. This classification supervises support staff within the assigned unit, and reports to an executive-level management position or directly to the Agency/Department Head.

We also recommend establishing the new classification of E-Studio Instructional Design Trainer (Job Code #6793PA) in the Social Services Agency (SSA). This classification was created to design, develop, and deliver training of professional development programs which provides employees with the learning tools to enhance their job skills and abilities for career development and allows SSA to meet its organizational training and employee development goals/objectives. The E-Studio Instructional Design Trainer reports to the next higher-level classification, Staff Development Supervisor.

Further, at the second reading and adoption of the Salary Ordinance amendment to update Article 1, Section 1-2, Subsection 1-2.2 on November 26, 2019, when staff requested an increase of the salary rate at Step 1 for the classification of Administrative Intern Services-as-Needed (SAN) (Job Code #0299N) to the California minimum wage of \$13.00 effective January 1, 2020, your Board approved to raise the Step 1 salary rate to fifteen dollars (\$15.00). At the same time, your Board requested an analysis to determine if other County classifications earn less than the California minimum wage. On December 17, 2019, your Board was informed that there are a total of four (4) classifications fitting that criteria: Administrative Intern Services-as-Needed (SAN) (Job Code #0299N), Health Services Consultant SAN (Job Code #5797N), Special Examiner SAN, (Job Code #0298N), and Health Care Services Intern SAN (Job Code #6300N). As such, staff recommends to adjust the Step 1 salary rate for the classifications of Administrative Intern Services-as-Needed (SAN) (Job Code #0299N), Health Services Consultant SAN (Job Code #5797N), Special Examiner SAN, (Job Code #0298N), retroactive to January 1, 2020. And, given that the Health Care Services Intern SAN (Job Code #6300N) classification is represented by the Northern California Public Sector Region Local 1021 of the Service Employees International Union (SEIU), and the Memorandum of Understanding (MOU) with SEIU expires on December 10, 2022, any change to the wage of said classification will be incorporated as part of the 2022 successor MOU negotiations. The change to Step 1 salary rate does not affect any incumbents in that all employees in these classifications are currently paid at a salary rate above the \$15.00 minimum.

Lastly, on March 24, 2020, your Board approved paid administrative leave for employees who are unable to work and impacted when the County joined six (6) other Bay Area public health jurisdictions in issuing a Shelter In Place Order ("Order") by the Health Officers for their respective jurisdictions for the time period covering March 17, 2020 through April 7, 2020, in order to slow the spread of COVID-19. Staff recommends updating the language in subsection 3-21.98 of the Salary Ordinance to provide clarification on those employees allowed to receive such paid administrative leave.

FINANCING:

Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the applicable actions.

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
All Agency/Department Heads

By 
Kristy van Herick, Asst. County Counsel

O-2020-25

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2019 – 2020
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 thereto of the following job codes, titles, and salaries, to be effective on the date shown below:

Job Code		Title	Unit Code	Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
0322	SM	Departmental Communications Manager	U15	5/17/20	3534.40				4636.80	X
6793	PA	E-Studio Instructional Design Trainer	R15	5/17/20	2354.40				3790.40	X
0298N	NM	Special Examiner SAN	054	1/1/20	15.00				50.00	M
0299N	NM	Admin Intern SAN	043	1/1/20	15.00				20.48	N
5797N	NM	Health Svcs Consultant SAN	054	1/1/20	15.00				21.00	M

SECTION II

Article 3, Section 3-21, Subsection 3-21.24 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following, to be effective May 17, 2020:

3-21.24 - For persons occupying positions under the following Job Codes: 0207SM; 0209PA; 0213PA; 0214PA; 0215PA; 0216SM; 0217MA; 0218PA; 0219PA; 0220SM; 0221MA; 0237PA; 0306PA; 0307SM; 0308SM; 0314SM; 0315SM; 0405PA; 0418PA; 0422PA; 0423PA; 0481PA; 1145SM; 1226PA; 12270PA; 3127SM; 5686PA; 5783SM; 5786PA; 6752PA; 0223SM; ~~and 1134SM; 0322SM; and 6793PA~~ salary increases through the first 22 percent (22%) of the range which individually are no greater than ~~5-five~~ percent (5%) and which occur within the time limits set forth in Salary Ordinance Section 4-1 (Full Time Positions), only require approval of the Agency or Department Head. Salary increases within the first 22 percent (22%) of the range which exceed ~~5-five~~ percent (5%) or do not conform to the time limits set forth in Salary Ordinance Section 4-1 (Full Time Positions), and salary increases above the first 22 percent (22%) of the range require the approval of the Director of Human Resource Services, upon recommendation of the Agency or Department Head. Salary increases resulting from the annual adjustment require only the approval of the Agency or Department Head.

SECTION III

Article 3, Section 3-21, Subsection 3-21.98 of the County of Alameda Salary Ordinance is hereby amended as follows:

3-21.98 - Effective March 17, 2020, ~~all~~ County employees who are unable to work ~~due to COVID-19 shall be given paid administrative leave within during~~ the period covering March 17, 2020 through April 7, 2020 (Order Period), ~~which is the time period covered under by the County Health Officer's March 16, 2020 COVID-19 Shelter In Place Health Order issued on March 16, 2020, and whose absence is due to COVID-19 or other reasons, including use of employees' own leave to supplement wage replacement benefits (SDI, PFL, TTD), shall be granted paid administrative leave within the Order Period.~~ Employees who are on a) extended and continuous unpaid absences prior to February 1, 2020; b) 4850 and/or Workers' Compensation medical appointment; c) retired annuitants; or d) temporary assignment pool/service-as-needed employees with assignments ending within the Order Period, are not entitled to said paid administrative leave.

Additionally, those employees as determined by Department/Agency Heads who are required and able to work during the ~~same time p~~Order Period shall be awarded administrative leave for each hour worked, up to a maximum of 128 hours, or a prorated maximum for employees who work less than a 40-hour regular work week. Awarded administrative leave will be made available ~~to use~~ on a date determined by the County. Any unused administrative leave authorized under this subsection will not be paid out and will be forfeited at the end of the two (2) years ~~cap from the award date,~~ or when the employee terminates from County employment, whichever is sooner. Retired Annuitants are not entitled to said awarded administrative leave.

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 **12th** day of **May, 2020**, to wit:

AYES: Supervisors Carson, Chan, Haggerty, Miley & President Valle – 5

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30447
Agenda No: 37
Document No: O-2020-25



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