



Human Resource Services

May 7, 2019

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

SUBJECT: SALARY ORDINANCE AMDENDMENTS: 1) ESTABLISH FOUR (4) CLASSIFICATIONS (#0244CA, #0248PA, AND #0256SM IN THE COUNTY ADMINISTRATOR'S OFFICE and #0321PA IN THE ASSESSOR'S OFFICE); AND 2) UPDATE SECTION 3-15.21

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to: 1) establish a total of four (4) new classifications: Local Agency Formation Commission (LAFCo) Clerk (0244CA), LAFCo Analyst (0248PA), and LAFCo Executive Officer (0256SM) located in the County Administrator's Office (CAO), and Assessor's Communications Coordinator (0321PA) located in the Assessor's Office; and 2) amend Section 3-15.21 to include a total of two (2) positions under Job Code 9671NM (Stationary Engineer, Public Works Agency) in the Public Works Agency to be eligible to receive additional compensation when assigned to serve in a lead capacity.

DISCUSSION/SUMMARY:

We recommend that your Board establish the new classification series of LAFCo Clerk (0244CA), LAFCo Analyst (0248PA), and LAFCo Executive Officer (0256SM) in the CAO. Staff conducted an analysis of the County's current LAFCo structure, which included a survey of other LAFCo structures throughout California and determined the need for a classification series that specializes in the technical work and has oversight of boundary changes to cities, special districts, and the formation of new agencies including the incorporation of new cities and consolidation of existing agencies. The LAFCo Clerk will be responsible for a wide range of specialized secretarial and administrative services in support of the LAFCo staff, including the processing of applications and proposals for boundary change. The LAFCo Analyst will perform the full range of analytical, technical and support services for the LAFCo, and will serve as project manager for studies to evaluate the availability, adequacy, and performance of local government services related to current and future needs of the community. The LAFCo Executive Officer will be responsible for administering the day-to-day business of the Commission including supervision of staff and reviewing and analyzing all proposals.

We also recommend establishing the new classification of Assessor's Communications Coordinator (0321PA) in the Assessor's Office. This position will report to the Assessor and/or the Chief Deputy Assessor and will advise and assist management in all communications activities. This classification will have oversight of multiple positions that will develop, maintain and coordinate the communications program for the Assessor's Office. Further, this position will be responsible for community outreach, individual services and creating the public written communications to be disseminated to internal and external stakeholders, related to the services offered in the Assessor's Office.

Lastly, we recommend amending Section 3-15.21 of the Salary Ordinance to allow for a total of two (2) positions under Job Code 9671NM (Stationary Engineer, PWA) in the Department of Public Works to receive the additional five percent (5%) compensation when serving as a Lead to other line staff. Incumbents eligible for this additional compensation will assist the supervisor with lead responsibility of staff as a result of increased statutory requirements mandated by the Health and Safety codes, the California Code of Regulations, Cal OSHA, and updated workplace safety policies and procedures.

FINANCING:

Funds are available in the 2018-2019 and 2019-2020 Approved Budgets and will be included in future years' requested budgets to cover the costs associated with these 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**.

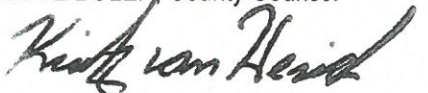
Very truly yours,

A handwritten signature in black ink, appearing to read "Joe Angelo", with a stylized flourish at the end.

Joe Angelo, Director
Human Resource Services

c: CAO
 Auditor-Controller
 County Counsel
 Assessor
 Director of Public Works

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2018 – 2019
COUNTY OF ALAMEDA 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 codes, titles and salaries, to be effective June 2, 2019.

| Job Code | | Title | STEP 01 | STEP 02 | STEP 03 | STEP 04 | STEP 05 |
|----------|----|---|---------|---------|---------|---------|---------|
| 0244 | CA | Local Agency Formation Commission Clerk | 2504.00 | | | | 3075.20 |
| 0248 | PA | Local Agency Formation Commission Analyst | 3501.60 | | | | 5367.20 |
| 0256 | SM | Local Agency Formation Commission Executive Officer | 3873.60 | | | | 5904.00 |
| 0321 | PA | Assessor's Communications Coordinator | 2182.40 | | | | 2784.80 |

SECTION II

Article 3, sub-section 21 of Section 3-15 of the County of Alameda Salary Ordinance is hereby amended as follows, effective June 2, 2019.

3-15.21 - **Effective ~~February 16, 2014~~ June 2, 2019**, not to exceed ~~one~~ two (2) positions under Job Code 9671NM (Stationary Engineer, Public Works Agency), in the Public Works Agency, when serving as a Lead to other line staff in providing training and guidance in the area of electrical engineer and systems management repairs for the SCADA system or when serving as a Lead to field staff or providing lead assistance to Job Code 9521SM (Bridge and Pump Supervisor), the incumbents shall receive an additional five percent (5%) compensation.

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