



Human Resource Services

Agenda _____ May 8, 2018
 Lakeside Plaza Building
 1401 Lakeside Drive, Suite 200
 Oakland, CA 94612-4305
 TDD: (510) 272-3703

May 2, 2018

Honorable Board of Supervisors
 Administration Building
 Oakland, CA 94612

Subject: Salary Ordinance Amendments, MOU Ordinance Amendment

Dear Board Members:

Recommendation:

- 1) Adopt the following Salary Ordinance amendments:
 - a. Establish one new job classification of Accounting/Financial Support I, Services-As-Needed (SAN) for the Temporary Assignment Pool (TAP) program in the Human Resource Services Department with salary administration criteria;
 - b. Increase the salaries for various Unrepresented Management classifications based on market survey results, retention, internal alignment and compaction issues;
 - c. Establish a footnote for one Chief, Departmental Human Resources Officer 0465SM, in the Social Services Agency.
 - d. Amend Section 3-21.22 by eliminating subsections A and B which limit the salary range for an Administrative Assistant and Supervisor's Assistant in the Board of Supervisors' offices.

- 2) Adopt an Ordinance amending the April 9, 2017 through June 25, 2022 Memorandum of Understanding between the Alameda County Management Employees Association (General Government Unit) and the County of Alameda by adding the Medical Records Manager classification.

Discussion/Findings:

The TAP program recently reassessed several of its existing classifications while evaluating the temporary staffing needs of various operating departments within the County. As a result, the new job classification of Job Code 0199NM, Accounting/Financial Support I (SAN) TAP, will be established to supplement the existing Accounting/Financial Support II (SAN) TAP classification, to provide operating departments temporary support in the areas of clerical accounting, general accounting and/or financial services duties. The position encompasses duties from a mixture of County-wide classifications, such as the Financial Services Specialist I/II and Department specific classifications such as the Business License Tax Auditor from the Treasurer-Tax Collector's Office.

Your Board recently approved the ACMEA General Government and Confidential Memoranda of Understanding (MOU) which included cost-of-living wage increases as well as special salary adjustment increases for various classifications. Your Board also approved applying the same cost-of-living wage increases to the Unrepresented Management groups. Staff has since conducted further evaluation of various Unrepresented Management classifications including the data related to the salary market survey results, retention, internal alignment and compaction issues and recommend special salary adjustments for twenty classifications.

Staff also recommend establishing a footnote provision for an additional ten percent compensation for one Chief Human Resources Administrator in the Social Services Agency when assigned oversight of facilities management and staff development that includes departmental technical training with a training staff of over 50 employees, in addition to directing, planning, organizing and managing the human resources program for the Agency.

Currently, there is one classification of Supervisor's Assistant located in the Board of Supervisor's offices, which encompasses a

salary range for positions at three different levels: Administrative Assistant, Supervisor's Assistant and Chief of Staff. Staff recommends amending this footnote provision to eliminate subsections A and B which limit the salary that can be applied to the Administrative Assistant and Supervisor's Assistant.

On February 6, 2018, your Board authorized establishing a professional incentive pool for the ACMEA General Government and Confidential Units to fund job-related educational courses which shall maintain or upgrade the employee's skills on the job. This professional incentive pool shall pay up to \$700 per employee, per Fiscal Year, on a first-come, first-served basis, not to exceed \$75,000 in any fiscal year, and the remaining pool shall not roll over year to year. Staff recommends establishing a professional incentive pool under the same provisions as ACMEA General Government and Confidential, for the unrepresented general county-wide (U15) and unrepresented confidential county-wide (U50) units.

The County and Alameda County Management Employees Association (General Government Unit R15) have reached agreement to amend the April 9, 2017 through June 25, 2022 Memorandum of Understanding to include the job classification 1459SM, Medical Records Manager, that petitioned to be represented by ACMEA. As such, the County and Alameda County Management Employees Association (General Government Unit) have agreed to include the job classification in the existing contract between the County and ACMEA.

Financing:

Funds are available in the 2017-2018 Approved Budget and will be included in future years' requested budgets to cover the cost resulting from these actions.

Very truly yours,




Joe Angelo, Director
Human Resource Services

JA:my
Z:\Board Letters\05 08 18\ Salary Ordinance Amendment & ACMEA MOU Amendment

Cc: CAO
Auditor-Controller
County Counsel
Probation Chief
Director, Social Services Agency
Director, Health Care Services Agency

SECOND READING - CONTINUED FROM 05/08/2018

Approved as to Form
DONNA ZIEGLER, County Counsel


 By _____
 Andrea S. Carlise, Assistant County Counsel

O-2018-28

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2017 - 2018
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 Code, Title and Salary, to be effective June 3, 2018.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0199	N Accounting/Financial Support I (SAN) TAP (Hourly Rate)	31.67				38.49

SECTION II

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended to specify the following salary rates, to be effective on June 3, 2018.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0053	EM Assistant Sheriff					8667.20
0055	EM Under Sheriff					9392.80
0150	SM Senior Supervising Auditor	3346.40	3521.60	3688.80	3867.20	4064.80
0160	SM Division Chief, Auditor	4763.20	4992.00	5247.20	5516.80	5780.00
0184	SM Logistics Services Manager, GSA	4334.40				5323.20
0245	PA Administrative Analyst	3383.20				5185.60
0255	SM Principal Admin Analyst	5097.60				6193.60
0257	EM Deputy County Administrator	8578.40				10948.00
0259	PA County Finance Director	5748.80				8091.20
1007	EM Deputy Registrar of Voters	4865.60				5920.80
1345	PA Chief, Investment Officer, ACERA	6965.60				11137.60
1363	PA Communications Manager, ACERA	2859.20				3799.20
1852	PA Senior Technology Project Manager	4394.40				5983.20
1868	PA Application Systems Engineer III	4394.40				5983.20
2624	PA Training Officer, Assessor	3175.20	3336.80	3496.80	3674.40	3855.20
6080	EM Assistant Agency Director, SSA	5592.00				6802.40
6500	SM Youth & Family Services Supervisor	3456.00				4150.40
7425	SM Manager, Janitorial Services	2832.00				3448.00
9680	SM Supervisor, Building & Plant Maintenance					4381.60
9225	SM Supervisor, Carpentry, Painting & Lock Services					3755.20

SECTION III

Article 3, Section 3-13 of the County of Alameda Salary Ordinance is hereby amended by the underlined language to be effective on the date shown:

- 3-13.11 Persons employed under Job Codes 0199N (effective 6/3/18), 0200N, 0201N, 0205N, 0610N, 0611N, 1293N, 1294N (effective 3/18/12), 1780N, 1781N, and 1782N, shall be compensated at any hourly amount within the salary range for those classifications, as determined by the Director of Human Resource Services. (BOS approved 1294N 3/13/12)

SECTION IV

Article 3, Section 3-18 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note to be effective on the date shown:

- 3-18.43 Effective June 3, 2018, not to exceed one position of Job Code 0465SM, Chief Departmental Human Resources Officer, when assigned oversight of facilities management and staff development that includes departmental technical training with a training staff of over 50 employees, in addition to directing, planning, organizing and managing the human resources program in the Alameda County Social Services Agency, shall receive an additional ten percent compensation. This footnote shall no longer apply when the employee is no longer assigned the additional oversight of the aforementioned areas and shall sunset effective December 29, 2019, whichever is earlier.

SECTION V

Article 3, Section 3-21 of the County of Alameda Salary Ordinance is hereby amended by the deletion of subsections A. and B to be effective on June 3, 2018:

- 3-21.22 Persons employed under Job Code 0495CA, may be compensated at any salary within the range of salaries for the class subject to the following criteria.
- A. When assigned as Administrative Assistant, not to exceed 76 percent above Step 1; Effective June 3, 2018, this subsection shall no longer apply.
 - B. Effective January 2, 2014, Effective September 25, 2016 when assigned as Supervisor's Assistant, not to exceed 118 percent above Step 1, except that up to an additional ~~ten percent~~ five percent shall be available annually as a one-time adjustment based upon criteria and process developed and approved by the County Administrator and Director, Human Resource Services. (BOS approved 5% to 10% 5/24/11) (BOS approved 10% to 5% 9/6/16) Effective June 3, 2018, this subsection shall no longer apply.
 - C. Effective January 2, 2014, Effective September 25, 2016, not to exceed one employee in each Board Office when assigned as Chief of Staff, may be compensated at any salary to the top step of the salary range, except that up to additional ~~ten percent~~ five percent shall be available annually as a one-time adjustment based upon criteria and process developed and approved by the County Administrator and the Director of Human Resource Services. The designation of Chief of Staff shall be limited to one employee in each Board Office and the only individual whose pay can exceed 118 percent above Step 1 is the one person designed Chief of Staff. (BOS approved 10% 5/24/11). (BOS approved 5% and one employee designated Chief of Staff 9/6/16)
 - D. Effective September 26, 2016 an employee assigned as Chief of Staff in a Board office as referenced in paragraph C, above, may also receive ten percent additional compensation above the top step of the salary range if authorized by the appointing member of the Board of Supervisors. (BOS approved 9/6/16)

SECTION VI

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 County of Alameda.

JA:my

Z:\Board Letters\05 08 18\ Salary Ordinance Amendment & ACMEA MOU Amendment

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 22nd day of May 2018, to wit:

AYES: Supervisors: Haggerty, Miley, Valle & President Chan – 4

NOES: None

EXCUSED: Supervisor Carson – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30114
Agenda No: 45
Document No: O-2018-28

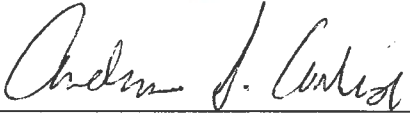


I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk of the Board
Board of Supervisors

By: Cheryl Perkins
Deputy

Approved as to Form
DONNA ZIEGLER, County Counsel

By 

Ordinance No. O-2018-29

AN ORDINANCE AMENDING THE
APRIL 9, 2017 – JUNE 25, 2022 MEMORANDUM OF UNDERSTANDING WITH THE
ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION (GENERAL GOVERNMENT UNIT)

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

SECTION I

The April 9, 2017 through June 25, 2022, Memorandum of Understanding, between the County of Alameda and the Alameda County Management Employees Association (General Government Unit), applicable to employees in Representation Unit R15, R44, R45, R48, R49, and R53 is hereby amended as follows:

Appendix A - is hereby amended, to include the classification of
Job Code 1459SM, Medical Records Manager

SECTION II

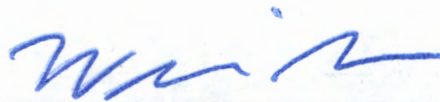
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 22nd day of May, 2018, to wit:

AYES: Supervisors Haggerty, Miley, Valle & President Chan – 4

NOES: None

EXCUSED: Supervisor Carson - 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30114
Agenda No: 45
Document No: O-2018-29



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: P. Baule
Deputy