

Human Resource Services

Agenda _____ May 10, 2011

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

May 4, 2011

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

CONTINUED FROM _____

Subject: Salary Ordinance Amendment

Dear Board Members:

SECOND READING

Recommendation:

That your Board adopt a Salary Ordinance Amendment adding one new job classification in the Sheriff's Office and one new job classification in the Health Care Services Agency, amending Section 3-21.22, and adding a new footnote in the Health Care Services Agency.

Discussion/Findings:

We are recommending the new job classification of Job Code 9294, Sheriff's Video and Multimedia Producer in the Alameda County Sheriff's Office. Responsibilities include the production of a variety of different forms of media and video production work, for the purpose of producing training materials, historical documentation, and other related projects involving public relations.

In addition, we are recommending the new job classification of Job Code 5654, Pharmacy Support Specialist in the Health Care Services Agency. Responsibilities include performing a variety of pharmacy related tasks in support of the Director of Pharmacy Services.

We are also amending Section 3-21.22 to increase the pay for performance, from the current maximum of five percent to a range of up to ten percent, for Job Code 0495CA, Supervisor's Assistant.

Lastly, we are recommending a footnote be established for one Finance Services Officer in the Behavioral Health Care Services Department to function as "lead" over respective Financial Services Officers in the Finance Unit. Having a person designated as lead will afford the Finance Unit staff the ability to go to someone when they need assistance, and direction for day-to-day matters, fiscal and claiming related matters, to ensure consistency and obtain full utilization of all available resources. This footnote will recognize this added responsibility.

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Financing:

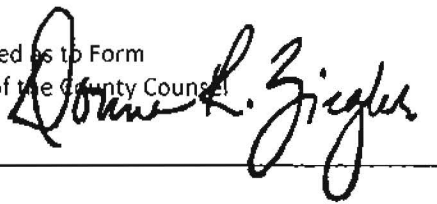
Funds are available in the 2010-2011 budget appropriation to pay the cost of this action.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mary Welch", is written over the typed name and title.

Mary Welch, Interim Director
Human Resource Services

C: CAO
Auditor-Controller
County Counsel
Sheriff
Director, Health Care Services Agency



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 0-2011-4 of the County of Alameda is hereby amended by the addition thereof of the following Job Codes, Titles and Salaries, to be effective May 29, 2011.

Job Code	Title	Step 01	Step 02	Step 03	Step 04	Step 05
9294	Sheriff's Video and Multimedia Producer	1876.80	1964.00	2062.40	2152.80	2252.00
5646	Pharmacy Support Specialist	1764.00	1852.00	1944.80	2052.80	2155.20

SECTION II

Subsections B and C, of Section 3-21.22 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended to read as follows.

- B. Effective January 2, 2011, when assigned as Supervisor's Assistant, not to exceed 118 percent above Step 1, except that up to an additional ten 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 the Human Resource Services.
- C. Effective January 2, 2011, when assigned as Chief of Staff, may be compensated at any salary to the top step of the salary range, except that up to an additional ten 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 the Human Resource Services.

SECTION III

Article 3, of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended by the addition thereto of the following note, to be effective May 29, 2011.

- 3-12.78 Not to exceed one person occupying the position under Job Code 0217MA, when assigned "lead" responsibilities over one or more employees in the same job code in the finance unit, with the Alameda County Behavioral Health Care Services Department, shall receive an additional five 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.