



Human Resource Services

REVISED

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April 28, 2016

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment

Dear Board Members:

Recommendation:

Adopt a Salary Ordinance amendment to establish (1) a footnote for eight positions of the Retirement Specialist III classification, in the Alameda County Employees Retirement Association (ACERA); (2) the new job classification of Client Benefits and Accounts Manager, Behavioral Health Care Services (BHCS), in the Health Care Services Agency; (3) the new job classification of Forensic Auditor in the District Attorney's Office; (4) the new job classification of Probation Training Manager in the Probation Department; (5) the new job classification of Sheriff's Fleet Services Coordinator in the Sheriff's Office; (6) the new job classification of Sheriff's Services Cadet Services-As-Needed (SAN) in the Sheriff's Office; (7) the new job classification of Associate Program Specialist, which will be located in various County operating agencies/departments; and (8) the new job classification of Geographic Information Systems Analyst which will be located in various County operating agencies/departments.

Discussion/Findings:

We are recommending a footnote be established for eight positions of the Retirement Specialist III classification, in the Alameda County Employees Retirement Association (ACERA). The emergence and implementation of complex and pension legislation has presented more unique challenging cases for ACERA that require a skill level beyond what the class typically demands. Of which, the most challenging accounts have been assigned to the most skilled Retirement Specialist III's, which overtime have accelerated exponentially. The creation of this five percent footnote compensation will recognize this additional responsibility. ACERA's Board concurs with this recommendation.

Additionally, we are recommending the new job classification of Job Code 1500SM, Client Benefits and Accounts Manager, BHCS in the Health Care Services Agency, to provide supervision of financial, administrative, and operational support services for the Benefits and Eligibility Unit for Alcohol & Other Drug (AOL), Mental Health (MH), and Substitute Payee Programs.

In addition, the District Attorney's Office has requested the new job classification of Job Code 8518PA, Forensic Auditor, that will work closely with, and report directly to, Assistant District Attorney I's and II's in their Consumer, Environmental and Worker Protection Division. As many of their cases involve sophisticated fraud schemes, they have found a need for additional support in this area. This classification will be responsible for assisting in the investigation and prosecution of criminal and civil cases in which financial records and analysis are relevant. Forensic Auditors will primarily be tasked with assembling, preserving, analyzing, forming opinions about and explaining financial records of individuals and businesses suspected of violating the law.

Also, we are recommending the new job classification of Job Code 6139SM, Probation Training Manager, in the Probation Department to support the department's business need to ensure the training curriculum is developed in accordance with the department's mission and industry standards necessary to meet Federal and State requirements for Probation Departments. The position will report to the Director of Business Services and may serve as staff to senior/executive level management.

We are also recommending the following two new job classifications in the Sheriff's Office, the first is Job Code 8756PA, Sheriff's Fleet Service Coordinator. This single-position under the direction of the Management Services Division Commander will coordinate, maintain, and procure the Sheriff's Office fleet, of more than 500 vehicles, which consists of patrol cars, unmarked patrol cars/trucks, bomb squad vehicles, mobile incident-command center, motorcycles, All Terrain Vehicles (ATV's), Special Response Unit vehicles and more.

The second new job classification is Job Code 8751N, Sheriff's Service Cadet SAN. The creation of this position, is a result of the departments desire to provide people interested in becoming peace officers an opportunity to gain paid training and experience that will help them prepare for a career in law enforcement. Additionally, this is a non-sworn position, where incumbents work on a services-as-needed basis, while attending an accredited college to earn a degree in Criminal Justice, or a closely related field, or while attending a specific training program to be eligible to take a California P.O.S.T. certification exam.

We are also recommending the new job classification of Job Code 0301MA, Associate Program Specialist, which will be located in various County operating agencies/departments. Creation of this position will help meet the needs of County departments, and will expand the Program Specialist career ladder by providing opportunities for employees who have strong technical backgrounds to gain program-related skills.

Lastly, we are recommending the new County-wide job classification of Job Code 2126PA, Geographic Information Systems Analyst. Incumbents of this position will perform professional-level work related to the development and implementation of applications, systems, and databases used to create, maintain, test, display and upgrade a county-wide geographic information system (GIS) for use in County planning and functions including government agencies, private firms and the public.

Funding:

Funds are available in the 2015-2016 budget appropriation to pay the cost resulting from these actions.

Very truly yours,



Mary Welch, Interim Director
Human Resource Services

MW:vb
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Cc: County Administrator
Auditor-Controller
County Counsel
Chief Executive Officer, ACERA
Director, Health Care Services Agency
Director, Social Services Agency
Chief Probation Officer
District Attorney
Sheriff

SECOND READING - CONTINUED FROM 05/10/2016

Approved as to Form
DONNA ZIEGLER, County Counsel

By 

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2015-2016 ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

Article 3, of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the addition thereto of the following note, effective on the date shown:

3-21.94 **Effective June 5, 2016**, not to exceed eight positions of Job Code 1353NM, assigned to analyze and manage on a continuous basis the most complex Retirement Act of 1937 accounts, as a result of the Public Employee Pension Reform Act, requiring skill, expertise, sensitivity and judgment beyond that required of the journey-level position, shall receive an additional five percent compensation.

SECTION II

Section 1-2.2 of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the addition thereto of the following Job Codes, Titles and Salaries, to be effective June 5, 2016.

Job Code	Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1500	SM Client Benefits and Accounts Manager, BHCS	2674.40				3583.20
8518	PA Forensic Auditor	3308.00				4234.40
6139	SM Probation Training Manager	3266.40				4083.20
8756	PA Sheriff's Fleet Services Coordinator	2121.60				2579.20
8751	N Sheriff's Service Cadet, SAN	12.50				15.00
0301	MA Associate Program Specialist	2162.40				3001.60
2126	PA Geographic Information Systems Analyst	2843.20				3640.00

SECTION III

Article 3, of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the amendment thereof of the following notes, to be effective June 5, 2016.

3-12.19 Add "and Job Code 1500SM"
3-9.4 Add "and Job Code 8518PA"
3-14.25 Add "and Job Code 6139PA"
3-17.36 Add "and Job Code 8756PA AND Job Code 8751N"
3-21.82 Add "and Job Code 0301MA AND Job Code 2126PA"

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.