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Human Resource Services

May 18, 2021

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO: 1) AMEND SUBSECTION 1-1.1 TO ADJUST THE SALARY RANGE STRUCTURE FOR THE CLASS OF ATTORNEY ASSISTANT (JC #1587NM) AND ESTABLISH THE CLASSES OF AUDIO VISUAL ENGINEER (JC #9212PA) AND SENIOR AUDIO VISUAL ENGINEER (JC #9214PA); 2) AMEND SUBSECTION 3-21.15 TO INCLUDE JC #1587NM; AND 3) ADD NEW SUBSECTION 3-20.11 TO ESTABLISH SALARY ADMINISTRATION FOR JCS #9212PA AND #9214PA

Dear Board Members:

RECOMMENDATIONS:

Adopt Salary Ordinance amendments to:

- A. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to: i.) adjust the salary range structure for the Unrepresented classification of Attorney Assistant (Job Code ("JC") #1587NM) related to Management from a step class range to a deep class range effective May 30, 2021; and ii.) establish two (2) new Unrepresented classifications of Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA) located in the Information Technology Department ("ITD") effective May 30, 2021;
- B. Amend Article 3, Section 3-21 (Miscellaneous), subsection 3-21.15, to add JC #1587NM (Attorney Assistant) to establish the salary administration criteria due to the change in salary range structure from a step class range to a deep class range effective May 30, 2021; and
- C. Add new subsection 3-20.11 to Section 3-20 (ITD) of Article 3 to establish salary administration criteria for the two (2) new Unrepresented classifications of Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA) located in ITD effective May 30, 2021.

DISCUSSION/SUMMARY:

Staff recommends changing the salary range structure of the Attorney Assistant (JC #1587NM) classification from the current five-step salary range to a deep class salary range. This change will provide the Public Defender's Office more flexibility in administering the salary for its Attorney Assistant classification as well as align the salary range structure with the next lower classification of Legal Assistant (JC #1585N) which has a deep class salary range. Therefore, staff recommends establishing the salary administration criteria by amending subsection 3-21.15 of the Salary Ordinance to add JC #1587NM.

Lastly, staff recommends that your Board approve establishing two (2) new Unrepresented classifications, Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA), located in ITD effective May 30, 2021. The creation of said classification series was requested by ITD. This flexibly-staffed classification series will provide all audio visual support to the County. ITD is utilizing independent contractors to perform said functions and determined that there is a permanent need for in-house staff to perform the full scope of the work as well as allow for internal training and direct supervision/oversight of the audio visual support and coordination throughout the County. The primary functions include maintenance and installation of a wide-range of video-conferencing and integrated multimedia equipment in the County's boardrooms and meeting rooms; and analysis and technical support in the design, implementation and maintenance of audio visual and related systems. The Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA) job specifications were presented and approved by the Civil Service Commission on March 10, 2021. In addition, staff recommends adding new subsection 3-20.11 to Article 3, Section 3-20 (ITD) of the Salary Ordinance to establish salary administration criteria for the classifications of Audio Visual Engineer (JC #9212PA) and Senior Audio Visual Engineer (JC #9214PA) effective May 30, 2021.

FINANCING:

Funds are available in the 2020-2021 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendations, as applicable.

VISION 2026 GOAL:

The annual Ordinance adoption 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
- Public Defender
- Director of IT

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2020 – 2021
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, as follows:

| | | Title | Unit Code | Effective Date | Step 01 | Step 02 | Step 03 | Step 04 | Step 05 | FLSA Status |
|----------------------|--------------------|--|---------------------|----------------|-------------------------|--------------------|--------------------|--------------------|-------------------------|-------------------|
| 587 | NM | Attorney Assistant | 043 | 5/30/2021 | 2303.25 | 2415.00 | 2535.00 | 2663.25 | 2798.25 | N |
| 9212 | PA | Audio Visual Engineer | U15 | 5/30/2021 | 3108.30 | | | | 3966.40 | E |
| 9214 | PA | Senior Audio Visual Engineer | U15 | 5/30/2021 | 3485.60 | | | | 4447.20 | E |

SECTION II

Article 3, Section 3-20, Subsection 3-20.11 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

[3-20.11 - Persons employed under Job Codes 9212PA and 9214PA may be compensated at any biweekly amount within the salary range for said classifications as determined by the Department Head.](#)

SECTION III

Article 3, Section 3-21, Subsection 3-21.15 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

[3-21.15 - Persons employed under Job Code 1585N and 1587NM may be compensated at any ~~step-biweekly amount~~ within the salary range ~~for said classifications~~ as determined by the Department Head.](#)

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.

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Kristy van Herick, Asst. County Counsel

O-2021-25

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CERTAIN PROVISIONS OF THE 2020 – 2021
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THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **25th** day of **May, 2021**, to wit:

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

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30606

Agenda No: 27

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