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May 14, 2024

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO SUBSECTIONS 1-1.1, TO ESTABLISH A NEW CLASSIFICATION OF DETENTION AND CORRECTIONS OMBUDSPERSON (JOB CODE ("JC") 1290), 3-17.36, TO ADD SALARY ADMINISTRATION CRITERIA FOR JC 1290, AND 3-12.93 AND 3-12.99, TO ADD THE SUNSET DATE; AND ADD NEW SUBSECTION 3-14.27

Dear Board Members:

**RECOMMENDATION**

Adopt Salary Ordinance amendments to amend:

- i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1 to establish a new classification of Detention and Corrections Ombudsperson ("Ombudsperson") (Job Code ("JC") 1290) located in the Alameda County Sheriff's Office ("ACSO") effective June 9, 2024;
- ii. Article 3, Section 3-17 (Sheriff's Department), subsection 3-17.36 to establish salary administration criteria for the new classification of Ombudsperson (JC 1290) effective June 9, 2024;
- iii. Article 3, Section 3-12 (Health Care Services Agency), subsections 3-12.93 and 3-12.99, to add the sunset date of June 30, 2027 in said subsections which was inadvertently omitted on the March 26, 2024 Salary Ordinance amendment; and
- iv. Article 3, Section 3-14 (Probation Department), to add new subsection 3-14.27 to establish a hiring incentive pay of up to \$15,000 for newly-hired or newly-promoted employees in the classifications of Juvenile Institutional Officer ("JIO") (Job Code ("JC") 6214) and JIO Associate (JC 6216) in the Alameda County Probation Department ("ACPD"), paid in specified increments based on defined criteria over a four (4) year period effective June 9, 2024.

**DISCUSSION/SUMMARY:**

The ACSO requested that the Human Resources Services Department create a departmental-unique classification of Ombudsperson (JC 1290) to provide incarcerated individuals at the Santa Rita Jail ("SRJ") a venue to raise and address new and ongoing concerns with the living conditions at SRJ. The Ombudsperson will be responsible for handling grievances and complaints related to the safety, care, and custody of inmates; and acting as a neutral third party to provide advice and consultation and make recommendations to executive-level staff regarding ACSO departmental policies, procedures, and programs related to detention facilities.

The Ombudsperson will report to the Division Commander in Management Services, who is outside SRJ chain of command. The ACSO believes that this new non-sworn classification is pivotal to ensuring ACSO and the County of Alameda meet the requirements issued in the consent decree. The new classification job specification was approved

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by the Civil Service Commission on February 21, 2024. Subsequently, staff conducted an external salary survey of the surrounding Bay Area counties and determined that there was no external market for the new classification. Consequently, the proposed salary for the new classification is based on an internal relationship of similar classifications with a comparable level of duties and responsibilities. On March 25, 2024, staff extended an offer to the Alameda County Management Employees Association – Sheriff's Non-Sworn Unit 029 ("ACMEA") to meet and confer on the impacts of the decision to implement the proposed salary for the Ombudsperson classification (JC 1290). Staff met with ACMEA and on April 22, 2024, ACMEA confirmed that they agreed with the proposed salary. As such, staff recommends the salary for the new classification of Ombudsperson (JC 1290) to be established as outlined in the Salary Ordinance amendment.

In addition, On March 26, 2024, your Board approved the creation of a department-unique classification of Forensic Mental Health Specialist (JC 6532) and amended subsections 3-12.93 and 3-12.99 of the Salary Ordinance to add said new classification as eligible for the recruitment and retention bonuses, respectively. At that time, staff inadvertently omitted the previously adopted sunset date language applicable to said subsections in the Salary Ordinance amendments. As such, staff recommends amending subsections 3-12.93 and 3-12.99 of the Salary Ordinance by adding the sunset date of June 30, 2027 and deleting said subsections from the Salary Ordinance upon the sunset date.

Lastly, at the request of ACPD to explore options to address ongoing critical recruitment and retention challenges for JIO and JIO Associate classifications, staff completed its thorough analysis of said ongoing challenges and recommends establishing a hiring incentive pay for said classifications located in the Juvenile Justice Center ("JJC") effective June 9, 2024. The program pays up to \$15,000 for newly-hired or newly-promoted employees in the classifications of JIO (JC 6214) and JIO Associate (JC 6216), and paid in specified increments based on defined criteria over a four (4) year period as outlined in the attached Salary Ordinance. The ACPD continues to have difficulty hiring and retaining JIOs with close to 70 vacant positions, and the proposed hiring incentive pay will help fill these critical positions at JJC. This program shall sunset on November 4, 2029, and shall be deleted from the Salary Ordinance upon the sunset date.

**SELECTION CRITERIA:**

N/A

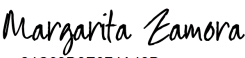
**FINANCING:**

Funds are available in the 2023-2024 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation.

**VISION 2026 GOAL:**

The recommendation meets 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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Margarita Zamora, Interim Director  
Human Resource Services

cc: CAO  
Auditor-Controller

Sheriff  
Director, ACH  
Chief Probation Officer

By   
Kristy van Herick, Asst. County Counsel

O-2024-18

CERTAIN PROVISIONS OF THE 2023-2024  
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 thereto of the following new job code, title, and salary effective on June 9, 2024 as shown below:

Item	MC	Classification Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
<a href="#">1290</a>	<a href="#">PA</a>	<a href="#">Detention and Corrections Ombudsperson</a>	<a href="#">029</a>	<a href="#">3,780.80</a>	=	=	=	<a href="#">4,594.40</a>	<a href="#">X</a>

**SECTION II**

**Article 3, Section 3-17, Subsection 317.36** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-17.36 – Employees in Job Codes [1290 \(effective 6/9/24\)](#), 1871, 5151, 6072, 6500, 6502, 8549, 8561, 8562, 8724, 8751, 8756, 8850, 8851, and 8860 may be compensated at any biweekly amount in the salary range for that classification as determined by the Department Head. (BOS approved [2/5/13](#) Job Codes 6502PA and 8724PA effective 2/17/13) (BOS approved [5/24/16](#) Job Codes 8756PA and 8751N effective 6/5/16) (BOS approved [8/2/16](#) Job Code 1871SM effective 7/31/16), and Job Code 6072EM effective 1/29/17 (BOS approved [1/24/17](#)). (BOS approved Job Codes 5151PA; 8561N; 8562N [6/9/20](#)) (BOS approved Job Codes 1871SM; 6072EM; 8549N; 8751N; 8756PA [6/23/20](#)) (BOS approved [3/12/24](#))

**SECTION III**

**Article 3, Section 3-12, Subsections 3-12.93 and 3-12.99** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

**3-12.93** – Effective January 23, 2022, persons newly hired with the County of Alameda on or after January 23, 2022 into the classification groups (Job Code (“JC”) 6490 and/or 6491), (JCs 6638 and/or 6640), (JCs 6505 and/or 6528), (JCs 6510 and/or 6529), or individual JCs 6492, 6497, 6525, 6527 and 5065; effective May 14, 2023, persons newly hired in JCs 6530 and 6531; and effective April 14, 2024, persons newly hired in JC 6532, assigned to Santa Rita Jail, shall receive a one-time hiring incentive to be paid in specified increments over a three (3) year period as follows:

Mental Health Specialist I (JC 6490), Mental Health Specialist II (JC 6491) and/or Forensic Mental Health Specialist (JC 6532) – \$8,000

- \$1,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$2,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$2,500 after completion of 3-years (78-pay periods) of employment following hire date

Rehabilitation Counselor I (JC 6638) and/or Rehabilitation Counselor II (JC 6640) – \$8,000

- \$1,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$2,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$2,500 after completion of 3-years (78-pay periods) of employment following hire date

Mental Health Specialist III (JC 6492) and/or Forensic Mental Health Specialist (JC 6532) – \$8,000

- \$1,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$2,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$2,500 after completion of 3-years (78-pay periods) of employment following hire date

Marriage and Family Therapist II (JC 6497) – \$12,000

- \$2,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$3,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinician I (JC 6505) and/or Forensic Behavioral Health Clinician I (JC 6528) – \$12,000

- \$2,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$3,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinician II (JC 6510) and/or Forensic Behavioral Health Clinician II (JC 6529) – \$12,000

- \$2,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$2,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$3,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinical Supervisor (JC 6525) and/or Forensic Behavioral Health Clinical Supervisor (JC 6530) – \$14,000

- \$2,500 after completion of 6-months (13-pay periods) of employment following hire date
- \$3,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$4,500 after completion of 3-years (78-pay periods) of employment following hire date

Behavioral Health Clinical Manager (JC 6527) and/or Forensic Behavioral Health Manager (JC 6531) – \$15,500

- \$3,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$3,500 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,000 after completion of 2-years (52-pay periods) of employment following hire date
- \$5,000 after completion of 3-years (78-pay periods) of employment following hire date

Assistant Director, Forensic, Diversion & Re-Entry System of Care (JC 5065) – \$17,000

- \$3,000 after completion of 6-months (13-pay periods) of employment following hire date
- \$4,000 after completion of 1-year (26-pay periods) of employment following hire date
- \$4,500 after completion of 2-years (52-pay periods) of employment following hire date
- \$5,500 after completion of 3-years (78-pay periods) of employment following hire date

Newly hired employees shall only be entitled to one (1) recruitment bonus based on date of hire.

This provision shall sunset effective June 30, 2027 and shall be deleted from the Salary Ordinance upon the sunset date.

**3-12.99** – Effective March 19, 2023, employees hired prior to January 23, 2022, and assigned to Santa Rita Jail in the listed classification groups (Job Code (“JC”) 6490 and/or 6491), (JCs 6638 and/or 6640), (JCs 6505 and/or 6528), (JCs 6510 and/or 6529), or individual JCs 6492 or 6497; and effective April 14, 2024, JC 6532, shall receive a one-time retention bonus to be paid over a 3-year period.

Mental Health Specialist I (JC 6490), Mental Health Specialist II (JC 6491) and/or Forensic Mental Health Specialist (JC 6532) – \$8,000

- \$500 after completion of 6-pay periods of continuous service following March 19, 2023.
- \$650 after completion of 12-pay periods of continuous service following March 19, 2023.
- \$850 after completion of 19-pay periods of continuous service following March 19, 2023.
- \$1,500 after completion of 26-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 52-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 78-pay periods of continuous service following March 19, 2023.

Mental Health Specialist III (JC 6492) and/or Forensic Mental Health Specialist (JC 6532) – \$8,000

- \$500 after completion of 6-pay periods of continuous service following March 19, 2023.
- \$650 after completion of 12-pay periods of continuous service following March 19, 2023.
- \$850 after completion of 19-pay periods of continuous service following March 19, 2023.
- \$1,500 after completion of 26-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 52-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 78-pay periods of continuous service following March 19, 2023.

Rehabilitation Counselor I (JC 6638) and/or Rehabilitation Counselor II (JC 6640) – \$8,000

- \$500 after completion of 6-pay periods of continuous service following March 19, 2023.
- \$650 after completion of 12-pay periods of continuous service following March 19, 2023.
- \$850 after completion of 19-pay periods of continuous service following March 19, 2023.
- \$1,500 after completion of 26-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 52-pay periods of continuous service following March 19, 2023.
- \$2,250 after completion of 78-pay periods of continuous service following March 19, 2023.

Marriage and Family Therapist II (JC 6497) – \$12,000

- \$1,000 after completion of 6-pay periods of continuous service following March 19, 2023.
- \$1,300 after completion of 12-pay periods of continuous service following March 19, 2023.
- \$1,700 after completion of 19-pay periods of continuous service following March 19, 2023.
- \$2,000 after completion of 26-pay periods of continuous service following March 19, 2023.
- \$3,000 after completion of 52-pay periods of continuous service following March 19, 2023.
- \$3,000 after completion of 78-pay periods of continuous service following March 19, 2023.

Behavioral Health Clinician I (JC 6505) or Forensic Behavioral Health Clinician I (JC 6528) or Behavioral Health Clinician II (JC 6510) or Forensic Behavioral Health Clinician II (JC 6529) – \$12,000

- \$1,000 after completion of 6-pay periods of continuous service following March 19, 2023.
- \$1,300 after completion of 12-pay periods of continuous service following March 19, 2023.
- \$1,700 after completion of 19-pay periods of continuous service following March 19, 2023.
- \$2,000 after completion of 26-pay periods of continuous service following March 19, 2023.
- \$3,000 after completion of 52-pay periods of continuous service following March 19, 2023.
- \$3,000 after completion of 78-pay periods of continuous service following March 19, 2023.

Those employees who qualify for the retention bonus under this subsection shall only be eligible for one-time retention bonus based on their assignment and continuous service as of March 19, 2023. An employee who is promoted or reclassified to a different classification shall not be eligible for additional retention bonuses in a different job code.

This provision shall sunset effective June 30, 2027 and shall be deleted from the Salary Ordinance upon the sunset date.

#### SECTION IV

**Article 3, Section 3-14, Subsection 3-14.27** of the County of Alameda Salary Ordinance is hereby **added** to read as follows:

**3-14.27 – Hiring Incentive Pay.** Effective June 9, 2024, employees newly hired or newly promoted (excluding flex promotions from the Juvenile Institutional Officer (“JIO”) Associate (Job Code (“JC”) 6214) classification) into the classifications of JIO Associate (JC 6214) or JIO (JC 6216) on or after June 9, 2024 through September 27, 2025, shall receive a hiring incentive of \$15,000 to be paid in increments as follows:

- \$2,500 third (3<sup>rd</sup>) pay period after hire.
- \$2,500 six (6) months after hire.
- \$3,000 after successful completion of a 12-month probationary period.
- \$2,000 after two (2) years of continuous service.
- \$2,000 after three (3) years of continuous service.
- \$3,000 after four (4) years of continuous service.

Newly hired or newly promoted employees shall only be entitled to one (1) hiring incentive of \$15,000 paid in six (6) increments. An eligible JIO Associate who flex promotes to JIO shall continue to progress through and receive the remaining hiring incentive pay increments.

This subsection shall sunset effective November 4, 2029, and shall be deleted from the Salary Ordinance upon the sunset date.

#### SECTION V

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.



**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 4<sup>th</sup> day of June, 2024, to wit:

**AYES:** Supervisors Haubert, Marquez & President Miley – 3

**NOES:** None

**EXCUSED:** Supervisors Carson & Tam – 2

*Mark Miley*

**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31182  
Agenda No: 67  
Document No: O-2024-18



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