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June 4, 2024

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENT TO SUBSECTIONS 1-1.1, TO INCREASE THE MINIMUM SALARY RATE FOR SEVERAL CLASSIFICATIONS, AND 3-17.20, TO INCREASE THE NUMBER OF EMPLOYEES FROM ONE TO TWO ELIGIBLE FOR THE FOOTNOTE

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to amend:

- i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to 1) increase the minimum salary rate for five (5) Unrepresented and one (1) Service Employees International Union, Local 1021 ("SEIU") represented classifications to \$16.00 to comply with the State of California ("State") minimum wage of \$16.00 per hour retroactive to January 1, 2024, and 2) increase the minimum salary rate for the classification of Supervisor's Assistant (Job Code ("JC") 0495), exempt from the Fair Labor Standards Act ("FLSA"), to \$32.00 to meet the salary threshold test of twice the State minimum wage standard retroactive to January 1, 2024; and
- ii. Article 3, Section 3-17 (Sheriff's Department), subsection 3-17.20, to increase the number of employees in Job Code ("JC") 0053 from one (1) to two (2) eligible for the footnote effective June 23, 2024.

DISCUSSION/SUMMARY:

Staff completed a thorough review of the County of Alameda ("County") classifications hourly salary rates to ensure compliance with the State minimum wage of \$16.00 per hour effective January 1, 2024. In the process, staff identified a total of six (6), five (5) Unrepresented, and one (1) represented by SEIU, classifications with a minimum hourly rate below the State minimum wage of \$16.00. Specifically, as it relates to the one (1) classification represented by SEIU, staff offered to meet and confer on the proposed increase to the minimum salary rate and SEIU agreed with the proposal. As such, staff recommends increasing the minimum salary rate for the six (6) classifications to \$16.00 effective January 1, 2024 as outlined in the attached Salary Ordinance amendment.

Further, staff also identified one (1) Unrepresented classification of Supervisor's Assistant (JC 0495) that is designated as exempt from FLSA and the minimum salary rate is below the required salary threshold test of twice the State minimum wage. As such, staff recommends adjusting the minimum salary rate for said classification to \$32.00 to comply with the criteria.

Lastly, the Alameda County Sheriff's Office ("ACSO") requested to temporarily expand the existing footnote as outlined in subsection 3-17.20 of the Salary Ordinance by increasing the number of employees from one (1) to two (2), when assigned additional responsibility of the department's operational, administrative and/or management issues, and when assigned continuously, to act for the Sheriff or Undersheriff, eligible for the additional compensation. The employee currently receiving this footnote is out on extended leave and ACSO needs to assign this critical role to another

incumbent in the interim. Staff concurs with said request and recommends amending subsection 3-17.20 of the Salary Ordinance to increase the number of employees from one (1) to two (2) eligible for said footnote effective June 23, 2024, including language that said footnote will be reviewed by the Director of Human Resource Services on or before June 1, 2025 and annually thereafter.

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
Agency/Department Heads

By 
Kristy van Herick, Asst. County Counsel

O-2024-20

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 job codes, titles, and salary effective on January 1, 2024 as shown below:

Job Code	Classification Title	Unit Code	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA
0298N	NM	Special Examiner SAN	054	15.00 16.00			50.00	M
0610N	NM	Professional Tec Sp I SAN TAPN	039	15.90 16.00			132.50	N
1293N	NM	Admin Support I, (SAN) TAP	039	11.66 16.00			42.40	N
5797N	NM	Health Services Consultant SAN	054	15.00 16.00			21.00	M
6300N	NM	Health Care Services Intern N	007	12.43 16.00			29.87	N
6790N	NM	Consultant Social Svcs Agcy N	054	9.00 16.00			35.00	X
0495	CA	Suprvsor's Assistant	U50	2021.60 2560.00			5809.60	X

SECTION II

Article 3, Section 3-17, Subsection 3-17.20 of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-17.20 – Effective April 4, 2021, not to exceed one (1) employee in Job Code 0053~~EM~~ when, in addition to the regular assignment, is also responsible for department-wide operational, administrative and/or management issues and when assigned on a continuing basis to act for the Sheriff or Undersheriff, shall receive an additional five percent (5%) compensation of the base pay. (BOS approved 3/23/21) Effective June 23, 2024, not to exceed two (2) employees in JC 0053 shall receive this footnote. The expansion of this footnote is temporary and will be subject to review by the Director of Human Resource Services on or before June 1, 2025, and annually thereafter.

SECTION III

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 **18th** day of June, **2024**, to wit:

AYES: Supervisors Carson, Haubert, Marquez & President Miley – 4

NOES: None

EXCUSED: Supervisor Tam – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 31182
Agenda No: 63
Document No: O-2024-20



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