



June 18, 2024

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

SUBJECT: ADOPT 1) SALARY ORDINANCE AMENDMENTS TO SUBSECTIONS 1-1.1, TO INCREASE THE SALARIES FOR SEVERAL UNREP NON-MGMT CLASSES AND ESTABLISH JOB CODES ("JCs") 1289, 8758 AND 6506, AND 3-17-36, TO ADD SALARY ADMINISTRATION CRITERIA FOR JCS 1289, 8758, AND 6506; AND 2) MOU ORDINANCE AMENDMENT FOR ACCRETION OF JCS 5072 AND 9225

Dear Board Members:

**RECOMMENDATIONS:**

1. Adopt Salary Ordinance amendments to:
  - i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to a) increase the salaries for several Unrepresented non-management classifications related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union ("SEIU, Local 1021") by five percent (5%) and four percent (4%) effective July 7, 2024 and July 6, 2025, respectively; b) update the Representation Units for the classifications of Alcohol and Drug Program Administrator (Job Code ("JC") 5072) and Supervisor, Carpenter, Paint and Lock Services (JC 9225) from U45 and U15 to R45 and R15, respectively, effective July 21, 2024; and c) establish three (3) new classifications of 1) Central Identification Bureau ("CIB") Biometric Director (JC 1289), 2) Sheriff's Accreditation Supervisor (JC 8758), and 3) CORE & Re-Entry System of Care Director (JC 6506) located in the Alameda County Sheriff's Office ("ACSO") effective July 21, 2024; and
  - ii. Update Article 3, Section 3-17 (Sheriff's Office), subsection 3-17.36, to establish salary administration criteria for the three (3) new classifications of 1) Central Identification Bureau Biometric Director (JC 1289), 2) Sheriff's Accreditation Supervisor (JC 8758), and 3) CORE & Re-Entry System of Care Director (JC 6506) effective July 21, 2024.
2. Adopt an Ordinance amending the April 9, 2017 through June 24, 2023 Memorandum of Understanding ("MOU") between the Alameda County Management Employees Association (General Government Unit) ("ACMEA") and County of Alameda ("County") to add the classifications of Alcohol and Drug Program Administrator (JC 5072) in Representation Unit R45 and Supervisor, Carpenter, Paint and Lock Services (JC 9225) in Representative Unit R15 effective July 21, 2024.

**DISCUSSION/SUMMARY:**

Historically, certain unrepresented non-management classifications related to SEIU, Local 1021 have received the same salary increases and benefit changes as SEIU, Local 1021. As such, staff recommends increasing the salaries of the specified unrepresented non-management classifications in the attached Salary Ordinance amendment by five percent (5%) and four percent (4%) effective July 7, 2024 and July 7, 2025, respectively, like the salary increases granted to SEIU, Local 1021, as provided in the 2022 – 2026 MOU.

The ACSO requested the Human Resources Services (“HRS”) to create three (3) departmental-unique classifications to meet operational needs and address expanding services and responsibilities. The first classification of CIB Biometric Director (“CIB Director”) (JC 1289) is to help implement required programmatic changes as well as best practice standards. The CIB Director will oversee the implementation of Criminal Justice Information Services (“CJIS”) requirements, divisional contract management, and California Department of Justice (“DOJ”) legislative changes to the CIB and CAL-ID programs. Furthermore, the addition of the CIB Director classification will allow a global view of the work and increase overall program support while allowing the reorganization of the CIB Unit’s management and supervisory positions to focus on the day-to-day work. ACSO staff believes this non-sworn position is pivotal to ensuring ACSO and the County meet the requirements from the DOJ, CJIS and National Institute of Standards and Technology (“NIST”), as well as serve as a regional administrator of the Cal-ID program with Contra Costa County Sheriff’s Office. The new classification job specification was approved by the Civil Service Commission (“CSC”) on January 24, 2024. Subsequently, staff conducted an external salary survey of the five (5) Bay Area counties and did not find any comparable matches. As such, staff determined that the proposed salary for the new classification is based on an internal relationship with the subordinate classification of CIB Biometric Manager (JC 1288) and recommends setting the salary at twenty percent (20%) above the CIB Biometric Manager classification.

The second classification of Sheriff’s Accreditation Supervisor (JC 8758) will oversee and ensure ACSO’s compliance with the Commission on Accreditation for Law Enforcement Agencies (“CALEA”) as well as supervise the Sheriff’s Technicians performing related duties. ACSO believes that having a professional, non-sworn classification for the CALEA Unit will help to provide stability and create an internal career path while at the same time allow ACSO to reallocate the Sergeant currently assigned the CALEA oversight duties, to safety functions. The new classification job specification was approved by the CSC on December 13, 2023. Staff conducted an external salary survey of the five (5) Bay Area counties and did not find any comparable matches. As such, staff determined that the proposed salary for the new classification is based on an internal relationship with the Administrative Specialist II (JC 0219) classification, with recognition that the Sheriff’s Accreditation Supervisor (JC 8758) has supervisory responsibilities and the critical function specific to law enforcement and the work performed for CALEA-compliance requires specialized knowledge. Therefore, staff recommends setting the salary at five percent (5%) above the Administrative Specialist II (JC 0219) classification.

On February 29, 2024, staff extended an offer to the Alameda County Management Employees Association – Sheriff’s Non-Sworn Unit 029 (“ACMEA Unit 029”) to meet and confer on the impacts of the decision to implement the proposed salaries for the represented classifications of CIB Director (JC 1289) and Sheriff’s Accreditation Supervisor (JC 8758). Staff met with ACMEA Unit 029 on March 26, April 8, and April 22, 2024, and reached agreement on the proposed salaries for said new classifications on May 28, 2024. As such, staff recommends the salaries for the CIB Director (JC 1289) and Sheriff’s Accreditation Supervisor (JC 8758) classifications as outlined in the attached Salary Ordinance amendment.

The third classification is an Unrepresented classification of Community Oriented Response and Engagement (“CORE”) & Re-Entry System of Care Director (“CORE Director”) (JC 6506). The Youth and Family Services Bureau (“YFSB”) was renamed to CORE and said new classification is a clinical position that is an additional layer to the existing YFSB clinical classification series. Therefore, the CORE Director classification will oversee two (2) ACSO service areas, CORE behavioral health services and Santa Rita Jail (“SRJ”) re-entry support services. Both service areas play a critical role for individuals upon entry, re-entry, and discharge from SRJ. Furthermore, the CORE Director classification will coordinate and evaluate mental health services to ensure compliance with the Board of State and Community Corrections (“BSCC”) clinical and legislative mandates, State and Federal rules, regulations, and administrative standards. In addition to the compliance responsibilities, the CORE Director classification will assist in fulfilling the order of the Consent Decree by providing oversight of critical inmate services. The new classification job specification was approved by the CSC on April 3, 2024, and subsequently the classification was retitled and approved by the CSC on June 12, 2024. Staff conducted an external salary survey of the five (5) Bay Area counties and did not

find any comparable matches. As such, staff determined that the proposed salary for the new classification will be based on an internal relationship with the subordinate classification of CORE Clinical Manager (JC 6502) and recommends setting the salary at fifteen percent (15%) above the CORE Clinical Manager (JC 6502) classification as outlined in the attached Salary Ordinance amendment.

Further, staff recommends updating subsection 3-17.36 of the Salary Ordinance to establish salary administration criteria for the three (3) new classifications of 1) Central Identification Bureau Biometric Director (JC 1289), 2) Sheriff's Accreditation Supervisor (JC 8758), and 3) Core & Re-Entry System of Care Director (JC 6506) effective July 21, 2024.

Lastly, on April 23, 2024 and April 18, 2024, the HRS received accretion authorization petitions (petitions for union representation) from the incumbents in the classifications of Alcohol and Drug Program Administrator (JC 5072) and Supervisor, Carpenter, Paint and Lock Services (JC 9225), respectively, for representation by ACMEA. Staff evaluated said petitions, and on May 15, 2024, notified each respective incumbent and ACMEA that said classifications are appropriate for representation by ACMEA, Representation Units R45 and R15, respectively, and that if they wished to be placed into a different representation unit, to contact staff within 10 days of the date of the notice. Instead, both incumbents notified staff that they agreed with the recommendation, and on May 23, 2024, staff notified ACMEA confirming the recommendation will be made to your Board. As such, staff recommends amending the April 9, 2017 through June 24, 2023 MOU between ACMEA and the County to include the classifications of Alcohol and Drug Program Administrator (JC 5072) in Representation Unit R45 and Supervisor, Carpenter, Paint and Lock Services (JC 9225) in Representative Unit R15 effective July 21, 2024, and the Salary Ordinance subsection 1-1.1 by updating the Representation Units from U45 and U15 to R45 and R15, respectively, effective the same 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 recommendations.

**VISION 2026 GOAL:**

The recommendations meet the 10x goal pathways of **Employment for All** in support of our shared vision of **Prosperous and Vibrant Economy**.

DocuSigned by:  
  
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Margarita Zamora, Interim Director  
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Agency/Department Heads

O-2024-22

By   
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING  
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 salaries effective on dates as shown below:

Job Code	Classification Title	Unit Code	Eff Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status	
0199N	NM	Acctg/Fin Support I (SAN) TAP	039	7/7/24	20.03			50.09	N	
				7/6/25	20.83			52.09		
0200N	NM	Administrative Special SAN TAP	039	7/7/24	18.34			32.39	N	
				7/6/25	19.07			33.69		
0201N	NM	Acctg/Fin Support II (SAN) TAP	039	7/7/24	22.26			55.65	N	
				7/6/25	23.15			57.88		
0205N	NM	Account Clerk Assist SAN TAP	039	7/7/24	13.76			18.92	N	
				7/6/25	14.31			19.68		
0610N	NM	Professional Tec Sp I SAN TAPN	039	7/7/24	16.70			139.13	N	
				7/6/25	17.37			144.70		
0611N	NM	Professional Tec Sp II SAN TAPN	039	7/7/24	22.26			222.60	N	
				7/6/25	23.15			231.50		
1107N	NM	Pedestrian Crossing Guard SAN	039	7/7/24		17.24	18.10	19.01	N	
				7/6/25		17.93	18.82	19.77		
1293N	NM	Admin Support I, (SAN) TAP	039	7/7/24	12.24			44.52	N	
				7/6/25	12.73			46.30		
1294N	NM	Admin Support II (SAN) TAP	03	7/7/24	1692.00			4452.00	N	
				7/6/25	1760.00			4630.40		
1780N	NM	Information Tech As SAN TAP	039	7/7/24	12.32			22.07	N	
				7/6/25	12.81			22.95		
1781N	NM	Information Sys Sup I SAN TAP	039	7/7/24	20.03			44.52	N	
				7/6/25	20.83			46.30		
1782N	NM	Information Sys Sup II SAN TAP	039	7/7/24	22.26			72.35	N	
				7/6/25	23.15			75.24		
5021	NM	Ancillary Support Worker, HCSA	039	7/7/24	2653.60			3156.80	N	
				7/6/25	2760.00			3283.20		
6186	NM	Crt Apt Spc Adv (CASA) Prg As	039	7/7/24	2994.40	3144.00	3300.00	3464.00	3639.20	X
				7/6/25	3114.40	3269.60	3432.00	3602.40	3784.80	
6415N	NM	Medical Social Worker II SAN	038	7/7/24				49.47		

Job Code	Classification Title	Unit Code	Eff Date	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status	
			7/6/25					51.45	X	
6497N	NM	Marriage and Fam Therapist IIN	038	7/7/24	52.29	55.03	57.62	60.26	N	
				7/6/25	54.38	57.23	59.92	62.67		
6510N	NM	Behavioral Clinician II N	038	7/7/24	53.34	56.13	58.78	61.47	X	
				7/6/25	55.47	58.38	61.13	63.93		
6704N	NM	Social Welfare Intern SAN	038	7/7/24				18.81	N	
				7/6/25				19.56		
8549N	NM	Regional Training Ctr Instru N	039	7/7/24	22.21			55.45	N	
				7/6/25	23.10			57.67		
8550N	NM	Regional Train Ctr Instr N	039	7/7/24				55.45	N	
				7/6/25				57.67		
8551N	NM	Regional Train Ctr LeadInstr N	039	7/7/24				61.95	N	
				7/6/25				64.43		
8751N	NM	Sheriff's Service Cadet N	039	7/7/24	1320.75			1585.50	N	
				7/6/25	1373.25			1649.25		
5072	SM	Alcohol and Drug Prgm Admin	<del>U45</del> R45	7/21/24	5641.60	5926.40	6220.80	6534.40	6857.60	X
9225	SM	Suprvsr, Crpntry, Paint, and Lk	<del>U45</del> R15	7/21/24					4962.40	X
<a href="#">1289</a>	<a href="#">SM</a>	<a href="#">Central Identification Bureau Biometric Director</a>	<a href="#">029</a>	<a href="#">7/21/24</a>	<a href="#">4617.60</a>				<a href="#">5612.80</a>	<a href="#">X</a>
<a href="#">6506</a>	<a href="#">SM</a>	<a href="#">CORE &amp; Re-Entry System of Care Director</a>	<a href="#">U15</a>	<a href="#">7/21/24</a>	<a href="#">5518.40</a>				<a href="#">6707.20</a>	<a href="#">X</a>
<a href="#">8758</a>	<a href="#">SM</a>	<a href="#">Sheriff's Accreditation Supervisor</a>	<a href="#">029</a>	<a href="#">7/21/24</a>	<a href="#">3326.40</a>				<a href="#">4043.20</a>	<a href="#">X</a>

### SECTION III

**Article 3, Section 3-17, Subsection 3-17.36** of the County of Alameda Salary Ordinance is hereby amended to read as follows:

3-17.36 – Employees in Job Codes [1289 \(effective 7/21/24\)](#), 1871, 5151, 6072, 6500, 6502, [6506 \(effective 7/21/24\)](#), 8549, 8561, 8562, 8724, 8751, 8756, [8758 \(effective 7/21/24\)](#), 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 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.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **9<sup>th</sup>** day of July, **2024**, to wit:

**AYES:** Supervisors Haubert, Marquez, & Tam – 3

**NOES:** None

**EXCUSED:** Supervisor Carson & President Miley – 2

*Walter Miley*

**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31182  
Agenda No: 45  
Document No: O-2024-22



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

By   
Kristy van Herick, Asst. County Counsel

O-2024-23

AN ORDINANCE AMENDING  
THE APRIL 9, 2017 THROUGH JUNE 24, 2023  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION  
(GENERAL GOVERNMENT UNIT)  
AND THE  
COUNTY OF ALAMEDA

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

**SECTION I**

**Appendix A – Classification and Salary Listing By Bargaining Unit** in the April 9, 2017 through June 24, 2023 Memorandum of Understanding between the Alameda County Management Employees Association (General Government Unit) and the County of Alameda, applicable to employees in Representation Units R15, R44, R45, R48, and R49, is hereby amended by the addition thereto of the following job codes, titles, and salaries, to be effective July 21, 2024.

Job Code	MC	Unit	Classification Title	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
5072	SM	R45	Alcohol and Drug Program Administrator	5641.60	5926.40	6220.80	6534.40	6857.60	X
9225	SM	R15	Supervisor, Carpentry, Paint and Lock Services					4962.40	X

**SECTION II**

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 **9<sup>th</sup>** day of July, **2024**, to wit:

**AYES:** Supervisors Haubert, Marquez, & Tam – 3

**NOES:** None

**EXCUSED:** Supervisor Carson & President Miley – 2

  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File No: 31182  
Agenda No: 45  
Document No: O-2024-23



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:   
Deputy