



AGENDA NO. \_\_\_\_\_ July 9, 2019  
 Lakeside Plaza Building  
 1401 Lakeside Drive, Suite 200  
 Oakland, CA 94612-4305  
 TDD: (510) 272-3703

## **Human Resource Services**

July 9, 2019

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

**SUBJECT:** SALARY ORDINANCE AMENDMENTS: 1) ESTABLISH 3 CLASSIFICATIONS OF 6780SM, 5777PA, AND 5778SM IN HCSA; 2) ADJUST SALARIES FOR 5784PA AND 5785SM IN HCSA; AND 3) CHANGE THE MANAGEMENT DESIGNATION FOR 5785; 4) ADJUST SALARY FOR 8167SM IN SHERIFF'S OFFICE; AND 5) DELETE OBSOLETE SUBSECTIONS OF ARTICLE 3

Dear Board Members:

### **RECOMMENDATION:**

Adopt Salary Ordinance amendments to: 1) establish three (3) new classifications: Senior Employment Specialist (Job Code 6780SM), Epidemiologist III (Job Code 5777PA), and Supervising Epidemiologist (Job Code 5778SM) located in the Health Care Services Agency (HCSA) with salary administration criteria as referenced in subsection 3-12.19 of Article 3 effective July 28, 2019; 2) adjust the salaries for two (2) classifications: Epidemiologist I (Job Code 5784PA) and Epidemiologist II (Job Code 5785SM) located in the HCSA effective July 28, 2019; 3) change the management designation for one (1) classification of Epidemiologist II (Job Code 5785) from Supervisory Management (SM) to Professional Administrators (PA); 4) adjust the salary for the Animal Services Supervisor (Job Code 8167SM) classification located in the Sheriff's Office effective July 28, 2019; and 5) delete obsolete subsections of Article 3.

### **DISCUSSION/SUMMARY:**

We recommend establishing the new classification of Senior Employment Specialist (Job Code 6780SM) in the HCSA. This position will supervise multidisciplinary staff providing vocational and employment services to mental health clients and personally perform therapeutic, rehabilitative and related services. The Senior Employment Specialist is the first-line supervisor in the Employment Specialist series and will perform the full range of supervisory duties in addition to functioning as a specialist in the implementation and monitoring of the Evidence Based Practices, Individual Placement and Support and Supported Employment, along with being knowledgeable in billing standards of Medi-Cal.

We also recommend establishing the new classifications of Epidemiologist III (Job Code 5777PA) and Supervising Epidemiologist (Job Code 5778SM) in the HCSA. The creation of Epidemiologist III and Supervising Epidemiologist classifications is a result of an analysis of the current classification structure of HCSA's antiquated Epidemiologist series. An analysis completed by staff determined that there was a need for a more in-depth epidemiology classification series aimed at encompassing the various components that represent the work epidemiologists currently perform, including: epidemiology, surveillance, evaluation and data analysis and expanding the breadth of opportunities within each single classification, while also providing opportunities for career advancement for epidemiologists. The Epidemiologist III is the advanced journey-level specialist/lead classification that will be responsible for independently developing and conducting population health surveillance and monitoring functions, as well as designing and implementing clinical and population health research studies for targeted groups. This classification will also be the technical lead over programmatic epidemiology functions. The Supervising Epidemiologist is the first-line supervisory class in the series and will oversee epidemiology functions and provide strategic direction with a program, or multiple programs and supervise a group of subordinate staff engaged in epidemiology, surveillance and evaluation activities.

Further, as a result of the analysis of the Epidemiologist classification series, staff also recommend adjusting the salaries of the two (2) existing Epidemiologist classifications: Epidemiologist I (Job Code 5784PA) and Epidemiologist II (Job Code 5785SM). The salary adjustment of the two (2) classifications will address and rectify longstanding recruitment, classification and compensation



issues related to the Epidemiologist series. Staff recommends a one-time special salary adjustment of 7.99% for the Epidemiologist I and 3.52% for the Epidemiologist II. Lastly, with the recommendation of establishing the new classification of Supervising Epidemiologist, staff recommends changing the management designation of Epidemiologist II from SM to PA.

Also, at the request of the Sheriff's Office and to address a compaction issue between the subordinate classification of Sheriff's Technician (Job Code 8755NM) and the Animal Services Supervisor (Job Code 8167SM) classification, staff completed a thorough review and analysis of these classifications and determined that a compaction issue exists. As a result, staff recommends a one-time special salary adjustment for the Animal Services Supervisor classification of three and one-half percent (3.5%).

Lastly, we recommend deleting the following subsections of Article 3 of the Salary Ordinance: 3-2.3, 3-2.4, 3-3.4, 3-3.9, 3-3.12, 3-9.5, 3-9.10, 3-12.84, 3-13.15, 3-17.29, 3-17.49, 3-19.8 and 3-19.16. Subsections 3-2.3, 3-2.4, 3-3.9, 3-3.12, 3-9.5, 3-9.10, 3-17.49, 3-19.8 and 3-19.16, pertain to salary and/or county allowance provisions for various department senior executive managers and/or department/agency heads that expired in 2018 or earlier, and hence are no longer applicable. Subsection 3-3.4 is obsolete since it was replaced by subsection 3-3.10 as previously approved by your Board on December 8, 2009, which provides for additional compensation for a person occupying 0032EM who is designated by the Board of Supervisors to serve as the Recorder and/or to serve as the County Clerk. Subsections 3-12.84 in the Health Care Services Agency; 3-13.15 in the Human Resource Services Department; and 3-17.29 in the Sheriff's Office are provisions that have expired.

As was previously communicated to your Board, the deletions of the above referenced subsections are part of an ongoing project to remove obsolete and/or sunset provisions from the Salary Ordinance.

#### **FINANCING:**

Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

#### **VISION 2026 GOAL:**

The Salary Ordinance amendments 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:  
  
2CC022F934DA404  
Joe Angelo, Director  
Human Resource Services

c: CAO  
Auditor-Controller  
County Counsel  
Director, Health Care Services Agency  
Sheriff  
Agency/Department Heads



# SECOND READING - CONTINUED FROM 07/09/2019

Approved as to Form  
DONNA ZIEGLER, County Counsel

By   
Kristy van Herick, Asst. County Counsel

## AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE 2019 – 2020 COUNTY OF ALAMEDA SALARY ORDINANCE

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

### SECTION I

**Article 1, Section 1-2, Subsection 1-2.2** of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following job codes, titles and salaries, to be effective July 28, 2019.

Job Code		Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
6780	SM	Senior Employment Counselor	2644.00				3212.80
5784	PA	Epidemiologist I	2869.60	3015.20	3167.20	3325.60	3490.40
5785	PA	Epidemiologist II	3204.80	3373.60	3551.20	3737.60	3934.40
5777	PA	Epidemiologist III	3463.20				4209.60
5778	SM	Supervising Epidemiologist	3771.20				4654.40
8167	SM	Animal Services Supervisor	2269.60	2368.80	2473.60	2584.00	2704.00

### SECTION II

**Article 3, Subsection 3-12.19** of the County of Alameda Salary Ordinance is hereby amended as follows, effective July 28, 2019.

3-12.19 Persons occupying positions under the following Job Codes may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Director of Health Care Services: 0225EM (effective 11/14/10); 0302PA (effective 3/7/10); 0310PA, 0313SM, 5044EM, 5045EM (effective 5/26/13); 5047SM, 5049PA, 5065SM, 5067SM, 5069SM (effective 4/13/14); 5071PA; 5075SM (effective 2/3/13); 5077SM, 5079SM, 5080SM, 5086SM (effective 01/25/09); 5096SM (effective 09/20/09); 5098SM (effective 3/21/10); 5391PA (effective 10/3/10); 5643PA, 5791SM (effective 09/23/07); 5801SM (effective 11/15/09); 6141PA, 6186SM, 6494SM, 6645SM, 6516SM (effective 4/4/10); 6517SM (effective 4/4/10); 6518PA (effective 11/14/10); ~~and 6647SM (effective 01/25/09); 5061SM, and 5062SM (effective 7/2/17); and Job Code 5789SM (effective 9/24/17); (BOS approved 9/12/17); and 5056EM, 5088PA, 5091SM, and 6910PA, and 5390 PA (effective 7/29/18);~~ may be compensated at any biweekly amount within the range of salaries shown for that classification, as determined by the Director of Health Care Services. (BOS approved 5049PA (BOS approved 03/11/08); (BOS approved 5086SM, and 6647SM (BOS approved 01/27/09); (BOS approved 5096SM (BOS approved 09/15/09); (BOS approved 5801SM (BOS approved 11/10/09); (BOS approved 0302PA (BOS approved 2/9/10); (BOS approved 5098SM (BOS approved 3/16/10); (BOS approved 6516SM, and 6517SM (BOS approved 3/30/10); (BOS approved 5391PA (BOS approved 9/28/10); (BOS approved 0302PA, and 6518PA (BOS approved 11/2/10); (BOS approved 5075SM (BOS approved 1/29/13); (BOS approved 5045EM (BOS approved 5/21/13); (BOS approved 5069SM (BOS approved 4/18/14); (BOS approved 5095PA (BOS approved 12/16/14); 1421/6/13); (BOS approved 5693SM (BOS approved 1/27/15); and Job Code 0401SM Director of Interagency Children's Policy Council (effective 3/15/15); (BOS approved 3/10/15); and Job Code 5760SM (BOS approved 2/2/16); and Job Code 1500SM (effective 6/5/16); (BOS approved 5/24/16); and Job Code 5055SM (effective 06/17/16); (BOS approved 7/12/16); and Job Code 5782SM (effective



3/26/17, ~~(BOS approved 3/21/17); (BOS approved 5056EM, 5088PA, 5091SM, and 6910PA (BOS approved 12/19/17); (BOS approved 5390 PA (BOS approved 7/24/18); 5777PA, 5778SM, 6780SM (effective 7/28/19).~~

### SECTION III

**Article 3, Subsections 3-2.3, 3-2.4, 3-3.4, 3-3.9, 3-3.12, 3-9.5, 3-9.10, 3-12.84, 3-13.15, 3-17.29, 3-17.49, 3-19.8 and 3-19.16** of the County of Alameda Salary Ordinance is hereby amended by the deletion thereto of the following language:

~~3-2.3 The person occupying the position under Job Code 0025EM shall receive biweekly compensation as follows: \$7,368.80 effective January 1, 2011, January 1, 2012 and January 1, 2013. Effective January 1, 2014 the salary for the position shall be increased by the average increase for Senior Executive Managers.~~

~~Effective January 1, 2011, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2011 through 2014.~~

~~Effective January 1, 2011, the flexible spending plan shall be increased by \$600 from \$2300 to \$2900. (BOS approved 12/8/09)~~

~~3-2.4 The person occupying the position under Job Code 0025EM shall receive biweekly compensation as follows: \$7,743.20 effective January 1, 2015; and after January 1, 2015, the salary for the position shall be increased in 2016, 2017, and 2018 by the same basic cost of living percentage increase, if any, approved by the County of Alameda Board of Supervisors for unrepresented managers and appointed department heads, on or about the same effective date, and said percentage to be calculated by the County Administrator and Human Resource Services Director.~~

~~Effective January 1, 2015, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2015 through 2018.~~

~~Effective January 1, 2015, the flexible spending plan shall be increased from \$2900 to \$3000, and expand to include dependent care assistance and adoption assistance; and in Plan Year 2016 the flexible spending plan shall be increased from \$3000 to \$3100. (BOS approved 12/17/13)~~

~~3-3.4 The person occupying the position under Job Code 0032EM when designated by the Board of Supervisors to serve as the Recorder shall be compensated an additional 20 percent of the base salary for Job Code 0032EM, and in addition when designated by the Board of Supervisors to serve as the County Clerk shall be compensated an additional 5 percent of the base salary for Job Code 0032EM.~~

~~3-3.9 The person occupying the position under Job Code 0032EM shall receive biweekly compensation as follows: \$7,110.40 effective January 1, 2011, January 1, 2012, and January 1, 2013. Effective January 1, 2014 the salary for the position shall be increased by the average increase for Senior Executive Managers.~~

~~Effective January 1, 2011, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2011 through 2014.~~

~~Effective January 1, 2011, the flexible spending plan shall be increased by \$600 from \$2300 to \$2900. (BOS approved 12/8/09)~~

~~3-3.12 The person occupying the position under Job Code 0032 shall receive biweekly compensation as follows: \$7,472.00 effective January 1, 2015; and after January 1, 2015, the salary for the position shall be increased in 2016, 2017, and 2018 by the same basic cost of living percentage increase, if any, approved by the County of Alameda Board of Supervisors for unrepresented managers and appointed department heads, on or about the same effective date, and said percentage to be calculated by the County Administrator and Human Resource Services Director.~~

~~Effective January 1, 2015, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2015 through 2018.~~

~~Effective January 1, 2015, the flexible spending plan shall be increased from \$2900 to \$3000, and expand to include dependent care assistance and adoption assistance; and in Plan Year 2016 the flexible spending plan shall be increased from \$3000 to \$3100. (BOS approved 12/17/13)~~



~~3-9.5 The person occupying the position under Job Code 0047EM shall receive biweekly compensation as follows: \$9,758.40 effective January 1, 2011, January 1, 2012, and January 1, 2013. Effective January 1, 2014 the salary for the position shall be increased by the average increase for Senior Executive Managers.~~

~~Effective January 1, 2011, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2011 through 2014.~~

~~Effective January 1, 2011, the flexible spending plan shall be increased by \$600 from \$2300 to \$2900. (BOS approved 12/8/09.)~~

~~3-9.10 The person occupying the position under Job Code 0047 shall receive biweekly compensation as follows: **\$10,253.60** effective January 1, 2015; and after January 1, 2015, the salary for the position shall be increased in 2016, 2017, and 2018 by the same basic cost of living percentage increase, if any, approved by the County of Alameda Board of Supervisors for unrepresented managers and appointed department heads, on or about the same effective date, and said percentage to be calculated by the County Administrator and Human Resource Services Director.~~

~~Effective January 1, 2015, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2015 through 2018.~~

~~Effective January 1, 2015, the flexible spending plan shall be increased from \$2900 to \$3000, and expand to include dependent care assistance and adoption assistance; and in Plan Year 2016 the flexible spending plan shall be increased from \$3000 to \$3100. (BOS approved 12/17/13)~~

~~3-12.84 **Effective January 3, 2016**, not to exceed one position of Job Code 5083 Deputy Division Director, Public Health, when assigned the day-to-day clinical supervision of Job Code 5872, Chief Therapist, shall be compensated 5% above the base salary rate of the Chief Therapist, position. The compensation provided by this footnote will terminate effective May 7, 2017. (BOS approved 2/2/16)~~

~~3-13.15 Not to exceed one employee in Job Code 0267PA when assigned lead responsibilities shall be compensated an additional five percent of their base salary effective September 21, 2008 and ending April 4, 2009 (BOS approved 1/27/09)~~

~~3-17.29 Effective August 16, 2015, Section 3-17.29 Not to exceed one person under Job Code 8617, when serving as the Women's Services and Program Manager in the Sheriff's Office, Inmate Services Section, shall receive an additional 8 percent compensation, shall no longer apply. (BOS approved 9/27/16)~~

~~3-17.49 The person occupying the position under Job Code 0057 shall receive biweekly compensation as follows: **\$8,880.00** effective January 1, 2015; and after January 1, 2015, the salary for the position shall be increased in 2016, 2017, and 2018 by the same basic cost of living percentage increase, if any, approved by the County of Alameda Board of Supervisors for unrepresented managers and appointed department heads, on or about the same effective date, and said percentage to be calculated by the County Administrator and Human Resource Services Director.~~

~~Effective January 1, 2015, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2015 through 2018.~~

~~Effective January 1, 2015, the flexible spending plan shall be increased from \$2900 to \$3000, and expand to include dependent care assistance and adoption assistance; and in Plan Year 2016 the flexible spending plan shall be increased from \$3000 to \$3100. (BOS approved 12/17/13)~~

~~3-19.8 The person occupying the position under Job Code 0077EM shall receive biweekly compensation as follows: \$6,494.40 effective January 1, 2011, January 1, 2012, and January 1, 2013. Effective January 1, 2014 the salary for the position shall be increased by the average increase for Senior Executive Managers.~~

~~Effective January 1, 2011, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2011 through 2014.~~

~~Effective January 1, 2011, the flexible spending plan shall be increased by \$600 from \$2300 to \$2900. (BOS approved 12/8/09)~~

~~3-19.16 The person occupying the position under Job Code 0077 shall receive biweekly compensation as follows: **\$6,824.00** effective January 1, 2015; and after January 1, 2015, the salary for the position shall be increased in 2016, 2017, and 2018 by~~



~~the same basic cost of living percentage increase, if any, approved by the County of Alameda Board of Supervisors for unrepresented managers and appointed department heads, on or about the same effective date, and said percentage to be calculated by the County Administrator and Human Resource Services Director.~~

~~Effective January 1, 2015, contribution towards health premiums, deductible amounts and/or co-pays shall be consistent with those of the unrepresented executive management for each year of the plan years 2015 through 2018.~~

~~Effective January 1, 2015, the flexible spending plan shall be increased from \$2900 to \$3000, and expand to include dependent care assistance and adoption assistance; and in Plan Year 2016 the flexible spending plan shall be increased from \$3000 to \$3100. (BOS approved 12/17/13)~~

#### 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.