



Agenda \_\_\_\_\_ July 10, 2018  
Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

**Human Resource Services**

June 26, 2018

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendments and Two Sideletters of Agreement**

Dear Board Members:

**Recommendation:**

- 1) Adopt the following Salary Ordinance amendments:
  - a. Increase the salary for one classification represented by the Service Employees International Union (SEIU) Local 1021 and various Unrepresented Management classifications based on internal alignment and/or compaction issues;
  - b. Establish a new job classification of Associate Youth and Family Services Therapist in the Sheriff's Office;
  - c. Establish two footnote provisions, one for 6045SM Social Services Program Manager when assigned to the Children and Family Services Department in the Social Services Agency (SSA) and one for 0315SM Health Care Program Administrator II in the Health Care Services Agency;
  - d. Amend Section 3-12.69 to extend the termination date of the footnote through December 29, 2018 for the classifications under Job Codes 5129 and 5139N when performing the full range of psychiatric care duties in the Criminal Justice Mental Health Services in Behavioral Health Care Services;
  - e. Amend Section 3-12.19 and 3-18.31 to specify salary administration criteria for the classifications of 5390PA Deputy Director, Public Health Nursing, 6080EM Assistant Agency Director, SSA and 0484SM Staff Development Manager.
- 2) Adopt an Ordinance amending the April 9, 2017 through June 25, 2022 Memorandum of Understanding between the Alameda County Management Employees Association (General Government Unit) and the County of Alameda by adding the Deputy Director, Emergency Medical Services District classification effective July 1, 2018.
- 3) Adopt two Sideletters of Agreement between the County of Alameda and the Service Employees International Union (SEIU) Local 1021 to implement Memorandum of Understanding (MOU) changes by revising the caseloads for Child Welfare Workers in the Children and Family Services Department effective July 1, 2018. The second is between the County of Alameda and the Union of American Physicians and Dentists (UAPD) is to amend Section 3-12.69 to extend the termination date of the footnote through December 29, 2018 for the classifications under Job Codes 5129 and 5139N when performing the full range of psychiatric care duties in the Criminal Justice Mental Health Services in Behavioral Health Care Services.

**Discussion/Findings:**

Staff conducted a review of the salaries for various classifications represented by SEIU Local 1021 and two Unrepresented Management classifications that have compaction issues with subordinate staff and/or internal alignment issues with other comparable classifications. Staff recommends special adjustments outlined in the attached ordinance to address these issues.

The new classification of the Associate Youth and Family Services Therapist is a result of the expansion of the Sheriff's Office Youth and Family Services Bureau. Over time, the program has grown exponentially and now provides a wide range of services to clients participating in Inmate Services/Youth and Family coordinated reentry programs. The focus of this position is to provide a variety of crisis intervention and referrals based on client risks and needs. Incumbents will conduct individual, couple, family and group therapy for at-risk children, adolescents, adults and their



families who are victims of crime, trauma and abuse who may be involved in the criminal justice system and/or who are suffering from mental health disorders.

As a part of ACMEA General Government contract negotiations, your Board authorized staff to develop a task force with ACMEA GG and some of its members that work in the SSA Children and Family Services (CFS) Department. As a result of the task force and approval by the SSA Agency Director, staff are recommending a 5 percent footnote compensation to acknowledge the complexity of the work performed by the SSA Program Managers assigned to the CFS Department including the large amount of additional work that is required due to the intricacies of child welfare work.

Staff recommend establishing a footnote for one Health Care Program Administrator II when providing clinical coordination and oversight in the Public Health System Preparedness & Response unit. With the clinical oversight responsibility, this position will be responsible for providing clinical expertise that allows more input and independence to assess, coordinate and provide training and response to bioterrorism and other public health emergencies, including relevant clinical training and response to private health care providers, essential service workers and other emergency personnel that otherwise would require an additional or separate clinical consultant to develop the materials and/or provide the training. This clinical oversight will also include required service on the rotation as the First Call Duty Officer within the Emergency Medical Services Division.

Staff are currently in negotiations with the Union of American Physicians and Dentists (UAPD) – staff recommend temporarily extending the existing footnote compensation for the Physician IIIs while working in Criminal Justice Mental Health Services until negotiations are completed or no later than December 29, 2018. The attached ordinance reflects the proposed amended language.

The unrepresented management classifications of Deputy Director, Public Health Nursing, Assistant Agency Director, SSA and Staff Development Manager are receiving special adjustments due to internal alignment and/or market survey results. As such, staff recommends these classifications be established as “deep classes” with salary administration criteria effective on the dates outlined in the attached ordinance.

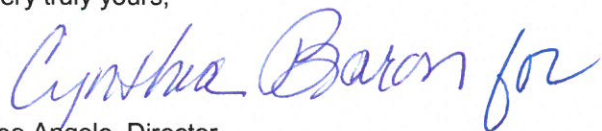
The County and Alameda County Management Employees Association (General Government Unit R45) have reached agreement to amend the April 9, 2017 through June 25, 2022 Memorandum of Understanding to include the job classification 5789SM, Deputy Director, Emergency Medical Services District, that petitioned to be represented by ACMEA. As such, the County and Alameda County Management Employees Association (General Government Unit) have agreed to include the job classification in the existing contract between the County and ACMEA effective July 1, 2018.

Staff met with SEIU Local 1021 to discuss changes to the caseloads for the Child Welfare Workers in the CFS Department effective July 1, 2018. The attached sideletter between the County of Alameda and SEIU 1021 reflects the changes in the caseloads for the respective units which will replace the existing sideletter in the current MOU.

#### **Financing:**

Funds are available in the 2018-2019 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

Very truly yours,



Joe Angelo, Director  
Human Resource Services

JA:my  
Z:\Board Letters\07 10 18\ Salary Ordinance Amendments & SLA MOU Changes

Cc: CAO  
Auditor-Controller  
County Counsel  
Director, Social Services Agency  
Director, Health Care Services Agency  
Director, General Services Agency  
Sheriff

Approved as to Form  
DONNA ZIEGLER, County Counsel

By Andrea D. Carls

Ordinance No. O-2018-42

AN ORDINANCE AMENDING THE  
APRIL 9, 2017 – JUNE 25, 2022 MEMORANDUM OF UNDERSTANDING WITH THE  
ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION (GENERAL GOVERNMENT UNIT)

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

SECTION I

The April 9, 2017 through June 25, 2022, Memorandum of Understanding, between the County of Alameda and the Alameda County Management Employees Association (General Government Unit), applicable to employees in Representation Unit R15, R44, R45, R48, R49, and R53 is hereby amended as follows:

Appendix A - is hereby amended, to include the classifications of  
Job Code 5789SM, Deputy Director, Emergency Medical Services District classification

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 the same 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 24<sup>th</sup> day of July, 2018, to wit:

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

**NOES:** None

**EXCUSED:** None

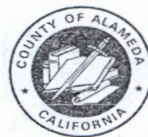


**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30114

Agenda No: 32

Document No: O-2018-42



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



**2018 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS  
BETWEEN  
UNION OF AMERICAN PHYSICIANS AND DENTISTS (UAPD)  
AND  
THE COUNTY OF ALAMEDA**

**SIDELETTER OF AGREEMENT**

**June 20, 2018**

The Alameda County Salary Ordinance will be modified as follows:

3-12.69 - Effective ~~December 11, 2011~~, December 7, 2014, not to exceed ten employees occupying positions under Job Codes 5139 and/or 5139N who perform the full range of psychiatric care duties in the Criminal Justice Mental Health Services in Behavioral Health Care Services shall receive an additional twenty-five percent compensation. The compensation authorized by this footnote will terminate ~~December 10, 2011~~ ~~December 6, 2014~~ ~~July 4, 2015~~ ~~January 2, 2016~~ ~~July 2, 2016~~ ~~June 30, 2018~~ December 29, 2018.

**FOR THE COUNTY:**

*Glenn Berkheim*

*J. Chan*

*Brittany Jase*

\_\_\_\_\_  
\_\_\_\_\_

DATE: *June 20, 2018*

**FOR UAPD:**

*[Signature]*

*[Signature]*

*Louis Gering Jr.*

\_\_\_\_\_  
\_\_\_\_\_

DATE: *6/20/18*

**SIDELETTER OF AGREEMENT  
BETWEEN  
SEIU LOCAL 1021  
AND  
THE COUNTY OF ALAMEDA**

**DEPARTMENT OF CHILDREN AND FAMILIES SERVICES**

This Sideletter of Agreement between the County of Alameda and SEIU Locals 535 and 616 applies to bargaining unit members in the Department of Children and Families Services of the Alameda County Social Services Agency.

The Board of Supervisors is committed to value-based budgeting; it recognizes that the protection of vulnerable children from neglect and abuse has a very high priority in the allocation of County resources; and it pledges, as part of its budget process, to meet and confer as required by law and to seriously and earnestly consider any recommendation that will further child welfare fairness and worker safety.

To that end, a joint Labor/Management Committee on the Crisis in Child Welfare will be established within 60 days from the adoption of this agreement, comprised of the Social Services Agency Director and a member of the Board of Supervisors who will reestablish and will meet with eight other management employees and eight non-management SEIU represented departmental employees designated by their Union. The Union participants will attend all Labor Management Committee meetings on release time.

The goal of the Labor Management Committee is to assist in the development of effective caseloads and to make recommendations to the Board of Supervisors for its review and consideration during its budgetary process each fiscal year. In order to achieve its goal, the Labor Management Committee may develop, review, and recommend revenue enhancement strategies, structural and programmatic changes, fiscal strategies, effective sizes and workers' safety initiatives.

The Labor Management Committee will meet at least once a month to develop and refine triage plans, to monitor the outcomes of the budgetary/legislative strategies and worker safety efforts set forth in this sideletter and by mutual agreement whenever worker(s) have caseloads that exceed existing effective sizes.

Minutes of each Labor Management Committee meeting, including all Committee recommendations, shall be distributed to each member of the Board of Supervisors. Additionally, the Social Services Agency shall report three times per year to each Board member the nature of the assigned caseloads and any agency action taken to ameliorate the caseloads.

**WORKER SAFETY – INDEMNIFICATION**

In the event that the County is served with a lawsuit or lawsuits involving members of the bargaining unit and in which bargaining unit members are identified by name as defendants, or are clearly identifiable as fictitiously named defendants, the County will immediately notify the bargaining unit member or members so identified of their potential liability, and will also notify the member or members of their rights to County representation and indemnification pursuant to the Government Code of the State of

California. Upon such notification, it will be presumed that the employee has thereby requested that the County provide a defense to the employee/employees unless the employee or employees specifically and with full knowledge of the facts and their right, affirmatively and unmistakably decline such representation and indemnification. In the event any conflict exists between the rights of the involved employees and the County, in any lawsuit, the County will provide representation separate from that of the County or any other defendant as to whom there might be a conflict of interest.

### **COUNTY COMMITMENT**

The Board of Supervisors is committed to reducing assigned to promote quality and effective services in the Department of Children and Family Services of the Social Services Agency. This commitment is consistent with the County's Value-Based Budgeting Program Priorities. Additional funding will be allocated to child welfare services whenever funding can be identified. Nothing herein removes the Board of Supervisors' discretion to determine during its budget deliberation processes that additional funding may be allocated to child welfare services.

### **CASE MONITORING**

The Board of Supervisors is committed to reducing case assignments and effectively monitoring case load sizes in order to promote quality and effective services in the Department of Children and Family Services of the Social Services Agency. Therefore, the Social Services Agency is establishing effective case load sizes for those Child Welfare Workers who are assigned cases in one of the listed programs as their primary assignment.

| <b>Program</b>   | <b>Effective Sizes</b>    |
|--|---------------------------|
| Emergency Response, field workers (ERU)*   | 15**                      |
| ERU Placement/RFA Swing Shift  | 25                        |
| Family Reunification   | 19                        |
| Permanent Youth Connection   | 29                        |
| Family Maintenance – Children  | 28                        |
| Family Maintenance – Family  | 18                        |
| Informal Family Maintenance – Children   | 28                        |
| Informal Family Maintenance – Family   | 18                        |
| Dependency Investigation*  | 5                         |
| Adoptions Children   | 28                        |
| Independent Adoption   | 21 Families               |
| Step Parent Adoption   | 32 Families               |
| ILSP   | 29                        |
| SEED   | 22                        |
| Court Finalization Unit  | 28                        |
| Placement  | 20 per month              |
| Post Permanency Unit   | <b>Combined Total: 27</b> |
| <i>(Includes Post Adoption Information Cases (PAIC), Age Reassessment, AAP Age Increase, AAP Extension to 21, KG Reassessments, Out of Home (OHP) Wrap, etc.)</i>    |                           |
| RFA Matched  | 30                        |
| RFA Unmatched  | 30                        |
| Guardianship   | 90                        |
| <i>(1 case credit each ongoing guardianship case (child); 1 case credit for each CPS screening (guardian) and 6.4 case credit for each probate report assigned.)</i> |                           |

| Program   | Effective Sizes           |
|---|---------------------------|
| Family Preservation<br><i>(Reduce caseload by 1 family/2 children for each group they facilitate)</i> | 6 families/10 children    |
| RFA/ICPC  | 15 new home studies/month |
| Kinship Unit  | 29                        |

All existing Children and Family Services case carrying programs as of December 31, 2006, not covered by this Sideletter of Agreement shall be discussed at the Social Services Agency – Children and Family Services Labor/Management Team meetings. The Union and Management shall meet on the status of the effective sizes at a regular meeting of the Labor/Management Team (LMT) for the Department of Children and Family Services.

\*It is the practice and policy of the Social Services Agency/Department of Children and Family Services, that when workers are assigned as an Emergency Response Child field worker (ERU) or a Dependency Investigator and are absent on approved leave for five or more consecutive work days, they shall be removed from assignment rotation during the period of their absence.

\*\*Immediate (I's) referrals/cases and 10-day referrals/cases will be equitably assigned on a rotational basis among the Emergency Response Child Welfare Workers present at time of assignment.

The Social Services Agency/Department of Children and Family Services shall give a weight of 1.5 for each case defined as Medically Fragile, Non-Reunification or Out of State NDM.

The Social Services Agency will prepare a report regarding current cases with the number of assigned workers and forward such report to the Board of Supervisors in the months of February, June and October of each year. The report will include the following elements:

- Number of cases assigned by program
- Number of case-carrying Child Welfare Workers by program
- Personnel changes that may affect case assignments such as resignations, individuals on leave, etc.
- Evaluation of Agency actions taken to reduce case assignments

The Board of Supervisors will assess the report and consider budgetary implications of the report during the annual budget preparation process

The Director of the Social Services Agency shall notify the Social Services Subcommittee of the Board of Supervisors, the Union, and the Labor/Management Committee on Children and Families Service Delivery within 30 working days from the end of the month in which actual assigned cases exceed the effective case load sizes by ten (10%) percent. Within 15 working days of that notification the Social Services Agency shall meet with the Union to disclose and discuss all information and provide copies of all documentation on which the projection is based. If no agreement is reached between the Union and the Social Services Agency to resolve the issue, the Director of the Social Services Agency shall notify the Social Services Subcommittee of the Board of Supervisors during a public meeting.

Any proposed changes in the effective sizes or creations of new categories shall be subject to meet and confer pursuant to Section 22 of the Memorandum of Understanding.



### PREMIUM PAY

Effective July 1, 2007 Child Welfare Workers who are assigned cases in one of the programs listed above as their primary assignment, shall receive a \$100 premium payment per pay period when their exceeds effective case load size for a continuous period of at least 50 calendar days. Such premium payment shall be made retroactive to the pay period when the worker's case load exceeded 10% of the effective size. Premium pay will increase at the rate of 10% increments for every 30 calendar days that their caseload exceeds effective sizes beyond the first 50 calendar days, not to exceed a total premium of \$160. (For example, if a worker exceeds the effective size for more than 80 days the worker would receive \$110 effective the 51<sup>st</sup> day. If the exceeds the effective size for 110 days, the worker would receive \$121 effective the 81<sup>st</sup> day and so on to a maximum of \$160.)

### GRIEVANCE PROCESS

The provisions of this Sideletter of Agreement shall be grievable, pursuant to Section 20 of the Memorandum of Understanding. However, the union may file and pursue claims that the Social Services Agency and/or the Director of Social Services, but not the Board of Supervisors or its committees, have failed to perform duties placed upon them by the provisions of the agreement. In no event, however, shall an arbitrator have the power to require that fewer cases be assigned to any Child Welfare Worker or that additional workers be assigned or hired.

**FOR THE COUNTY:**

*Cynthia Baron*  
*Michelle Lee*  
*Felix W. Butler*

**FOR SEIU LOCAL 1021:**

*J-88*  
*RM*  
*Nancy Ghad*

DATE: 5/8/18

DATE: 5/4/18

Approved as to Form  
DONNA ZIEGLER, County Counsel

  
By \_\_\_\_\_  
Andrea S. Carlise, Assistant County Counsel

O-2018-41

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2017 - 2018  
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 Code, Title and Salary, to be effective July 29, 2018.

| Job Code |    | Title   | STEP 01 | STEP 02 | STEP 03 | STEP 04 | STEP 05 |
|----------|----|---|---------|---------|---------|---------|---------|
| 6507     | NM | Associate Youth and Family Services Therapist |         | 2739.75 | 2856.75 | 2988.75 | 3144.00 |

SECTION II

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended to specify the following salary rates, to be effective on the dates indicated below.

| Job Code |    | Title                                  | EFF DATE   | STEP 01 | STEP 02 | STEP 03 | STEP 04 | STEP 05 |
|----------|----|--|------------|---------|---------|---------|---------|---------|
| 0484     | SM | Staff Development Manager              |            |         |         |         |         |         |
|          |    |  | 07/29/2018 | 3950.40 |         |         |         | 4808.00 |
|          |    |  | 12/30/2018 | 4088.00 |         |         |         | 4976.00 |
| 6765     | NM | Adult Protective Services Worker II    |            |         |         |         |         |         |
|          |    |  | 07/01/2018 |         | 2871.75 | 3009.00 | 3147.75 | 3294.00 |
|          |    |  | 06/30/2019 |         | 2964.75 | 3106.50 | 3249.75 | 3401.25 |
| 5390     | PA | Deputy Director, Public Health Nursing |            |         |         |         |         |         |
|          |    |  | 07/29/2018 | 4512.00 |         |         |         | 5562.40 |
|          |    |  | 12/30/2018 | 4669.60 |         |         |         | 5756.80 |

SECTION III

Article 3, Subsection 3-12 of the County of Alameda Salary Ordinance is hereby amended by the following underlined language and the addition thereto of the following footnote

3-12.19 Persons occupying positions under Job Codes 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 5390PA (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 03/11/08) (BOS approved 5086SM and 6647SM 01/27/09) (BOS approved 5096SM 09/15/09) (BOS approved 5801SM 11/10/09) (BOS approved 0302PA 2/9/10) (BOS approved 5098SM 3/16/10) (BOS approved 6516SM and 6517SM 3/30/10) (BOS approved 5391PA 9/28/10) (BOS approved 0302PA and 6518PA 11/2/10) (BOS approved 5075SM 1/29/13) (BOS approved 5045EM 5/21/13) (BOS approved 5069SM 4/18/14) (BOS approved 5095PA 12/16/13) (BOS approved 5693SM 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 12/19/17)

**3-12.69** ~~Effective July 27, 2008 December 11, 2011, December 7, 2014, July 1, 2018,~~ not to exceed ten employees occupying positions under Job Codes 5139 and/or 5139N who perform the full range of psychiatric care duties in the Criminal Justice Mental Health Services in Behavioral Health Care Services shall receive an additional twenty-five percent compensation. The compensation authorized by this footnote will terminate ~~December 10, 2011 December 6, 2014. July 4, 2015 January 2, 2016. July 2, 2016. June 30, 2018 December 29, 2018.~~

**3-12.88** Effective July 29, 2018, not to exceed one person occupying a position under Job Code 0315SM, when assigned, in addition to the regular assignment, clinical expertise and oversight responsibility when overseeing public health emergency response functions in the Public Health System Preparedness and Response Unit, shall be compensated an additional 5 percent compensation. This footnote will sunset on August 8, 2020.

#### SECTION IV

**Article 3, Subsection 3-18** of the County of Alameda Salary Ordinance is hereby amended by the following underlined language and the addition thereto of the following footnotes, to be effective on the dates indicated below.

**3-18.31** Persons occupying positions under Job Codes 6912PA, ~~or~~ 6915PA, 6080EM (effective. 6/3/2018) or 0484SM (effective 7/29/18) may be compensated at any salary within the salary range for the respective class as determined by the Agency head.

**3-18.44** Effective July 29, 2018, persons occupying positions under Job Code 6045SM shall be compensated an additional 5 percent when assigned to the Children and Family Services Department.

#### SECTION V

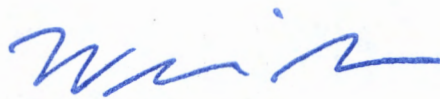
This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 24<sup>th</sup> day of July, 2018, to wit:

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

**NOES:** None

**EXCUSED:** None



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**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30114  
Agenda No: 32  
Document No: O-2018-41



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 Baily  
Deputy