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**Human Resource Services**

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July 7, 2015

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendment**

Dear Board Members:

**Recommendation:**

Adopt a Salary Ordinance amendment to (1) establish a new classification of Departmental Facilities Coordinator position to coordinate all matters concerning building and facility activities that will be located in various County Departments, (2) increase the salary for the Assistant Director, Area Agency on Aging based on revisions to the job specification that included expansion of the scope of responsibilities and span of control for the position, (3) add additional footnote compensation for one position of Specialist Clerk I, when assigned lead and training responsibilities for the Oakland Branch Office within the Public Defender's Office, (4) add additional footnote compensation for one position of Institutional Supervisor II, when assigned to supervise the functions of the Professional Standards Unit, in the Probation Department and (5) add additional footnote compensation for one position of Administrative Specialist II, when assigned full supervision of support staff positions in the County Administrator's Office.

**Discussion/Findings:**

We are recommending the new job classification of Job Code 0223SM, Departmental Facilities Coordinator, which will be located in various County Departments. Responsibilities include planning, managing, directing, and coordinating all matters concerning building and facility related activities that also include coordination with General Service Agency staff on facility implementation.

In addition, we are recommending that the salary range, for Job Code 6046PA, Assistant Director, Area Agency on Aging position be increased by approximately 5.5% to be equivalent to the salary range of the Social Services Agency Program Manager position. This request is based on the departments' realignment of their organizational structure to expand the scope of responsibilities and span of control for the position, to now include full responsibility for serving as the main liaison between the County and the State Board of Commissioners and management of the Aging Commission. With the increased level of responsibilities of the revised position, it was determined that the Assistant Director, Area Agency on Aging position, now closely matches that of the Social Services Agency Program Manager classification. Therefore, steps (1-5) of the salary range will be increased accordingly.

Also, due to the high volume of cases, and unique programs offered at the Public Defender's Oakland Branch Office, which is the largest branch office within the Public Defender's Office, it is recommended that an additional five percent compensation be provided for one position of Job Code 1128, Specialist Clerk I, when assigned lead and training responsibilities over persons in the same and/or equivalent classifications to assist with the workflow and training of his/her peers. Creation of this footnote will recognize the additional responsibilities that lie beyond the standard scope of duties for this classification.


We are also recommending that a footnote be established for one position of Job Code 6225SM, Institutional Supervisor II, to be compensated five percent above the base salary rate of the Deputy Probation Officer III classification, when assigned the responsibility of supervising the functions of the Professional Standards Unit in the Probation Department.

Lastly, based on the reorganization of the reporting relationship of support staff in the County Administrator's Office, we are recommending that a footnote be established for one position of Administrative Specialist II, when assigned full responsibility for the supervision and coordination of the work of support staff positions and over persons in the same and/or equivalent positions in the County Administrator's Office to receive an additional five percent compensation. This footnote will recognize the additional responsibility of centralizing this function and significantly improve the Office in the area of personnel management and support services.

**Financing:**

Funds are available in the 2015-2016 budget appropriation to pay the cost resulting from these actions.

Very truly yours,



Mary Welch, Interim Director  
Human Resource Services

MW:vb

Z:\Board Letters 2015\07.21.15.15 Salary Ordinance Amendment\_HCSA\_SSA\_PD\_Prob\_CAO

Cc: CAO  
Auditor-Controller  
County Counsel  
Director, Health Care Services Agency  
Director, Social Services Agency  
Public Defender  
Director, Probation Department

By 

O-2015-40

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2014 - 2015  
ALAMEDA COUNTY SALARY ORDINANCE

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

**SECTION I**

**Section 1-2.2** of Ordinance Number 0-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following Job Code, Title and Salary to be effective August 2, 2015.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0223 SM	Departmental Facilities Coordinator	2720.00				3644.00

**SECTION II**

**Section 1-2.2** of Ordinance Number 0-2014-47 of the County of Alameda is hereby amended by the amendment thereof of the following Salary to be effective August 2, 2015.

ITEM	TITLE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
6046 PA	Assistant Director, Area Agency on Aging	3615.20	3800.80	3983.20	4193.60	4400.00

**SECTION III**

**Article 3**, of Ordinance Number 0-2014-47 of the County of Alameda is hereby amended by the addition thereto of the following notes, to be effective on the dates shown:

- 3-21.92 Effective August 2, 2015, not to exceed one employee in Job Code 1128NM, when assigned lead and training responsibilities over persons in the same and/or equivalent job codes at the Oakland Branch Office within the Public Defender's Office, shall be compensated and additional 5% percent of the base pay.
- 3-14.24 Effective August 2, 2015, not to exceed one position under Job Code 6225SM, when assigned to supervise the functions of the Professional Standards Unit within the Probation Department, shall be compensated five percent above the base salary rate of the Deputy Probation Officer III classification.
- 3-6.15 Effective August 2, 2015, not to exceed one position under Job Code 0219PA, when assigned to supervise and coordinate the work of some support staff position and /or equivalent positions in the County Administrator's Office, shall receive an additional 5% percent compensation.

**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 the same in the Inter-City Express, a newspaper published in the said County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 28<sup>th</sup> day of July, 2015, to wit:

**AYES:** Supervisors Carson, Chan, Miley & Valle – 4

**NOES:** None

**EXCUSED:** President Haggerty – 1

  
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**PRESIDENT, BOARD OF SUPERVISORS**

File: 29493  
Agenda No: 55  
Document No: O-2015-40



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: Rhoda Bailey  
Deputy