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Human Resource Services

July 28, 2020

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) ADJUST THE SALARIES FOR THE CLASSIFICATIONS OF CAPITAL PROGRAMS MANAGER (#2218SM) AND SUPERVISING CRIMINALIST (#8526SM); 2) ESTABLISH THE CLASSIFICATIONS OF DEPUTY SHERIFF – SAN (#8603N) AND TRANSPORTATION & PARKING MANAGER (#0236SM); 3) AMEND SUBSECTION 3-11.9; 4) AND ADD NEW SUBSECTION 3-17.54

Dear Board Members:

RECOMMENDATION:

A. Adopt Salary Ordinance amendments to:

- i. update subsection 1-1.1 of Section 1-1 in Article 1, to 1) increase the salary range for two (2) classifications: Capital Programs Manager (Job Code ("JC") #2218SM) in the General Services Agency ("GSA") by 16.22% and Supervising Criminalist (JC #8526SM) in the Alameda County Sheriff's Office ("ACSO") by 10.0%, due to recruitment issues, effective August 9, 2020; and 2) establish two (2) new classifications: Deputy Sheriff – Services-As-Needed ("SAN") (JC #8603N) located in ACSO, and Transportation and Parking Manager (JC #0236SM) located in GSA, effective August 9, 2020;
- ii. amend Article 3, Section 3-11, subsection 3-11.9 to add salary administration criteria to include the new classification of Transportation and Parking Manager (JC #0236SM), effective August 9, 2020; and
- iii. add subsection 3-17.54 to Article 3, Section 3-17 to add a hiring incentive program which pays in the amounts of \$10,000, \$12,000 and \$15,000 for newly hired or newly promoted employees in the classifications of Deputy Sheriff Recruit (JC #8601NM), Deputy Sheriff I (JC #8602NM), or Deputy Sheriff II (JC #8604NM) respectively, and to be paid in equal increments based on defined criteria over a four (4) year period, effective August 9, 2020.

DISCUSSION/SUMMARY:

Staff recommends that your Board adjust the salary range of one (1) unrepresented classification of Capital Programs Manager (JC #2218SM) in GSA, effective August 9, 2020. The Capital Programs Manager is a critical position with oversight functions of the Design and Construction Division, which has responsibilities in the design and construction of building and modification projects of County buildings and facilities. A recent recruitment was conducted but was unsuccessful due to the low number of qualified applicants. In an effort to attract a stronger pool of qualified candidates prior to opening another recruitment, GSA requested a salary review of the classification. Staff conducted a comprehensive salary survey and determined the salary range maximum is approximately 16.22% below the market median. In addition, staff evaluated and determined there to be no compaction issues that may arise as a result of this salary adjustment recommendation. Therefore, staff recommends adjusting

the salary range (JC #2218SM) maximum of the Capital Programs Manager by 16.22%, including the same adjustment to the salary range minimum so that the salary for said classification comports with the County's standard salary range spread.

Staff also recommends adjusting the salary range for one (1) classification of Supervising Criminalist (JC #8526SM) in ACSO, effective August 9, 2020. In June 2019, ACSO conducted a recruitment for the Supervising Criminalist (JC #8526SM) classification that resulted in only three (3) applicants, and none was determined to be well-qualified for the position. Subsequently, ACSO conducted a recruitment for Supervising Criminalist (JC #8526SM) in October 2019 that resulted in only one (1) applicant, which was a resubmission from the prior recruitment. As a result, ACSO has not been able to make a viable hire and said critical position remains vacant. At the request of ACSO and to address recruitment issues for the classification of Supervising Criminalist (JC #8526SM), prior to opening another recruitment, staff completed a thorough review and analysis of this classification, including a salary survey, and determined that a salary adjustment is warranted. The survey data indicated that the Supervising Criminalist (JC #8526SM) classification is approximately 13.33% below the market median. Therefore, to address the recruitment issue noted above, remain competitive to attract a stronger pool of qualified applicants, and to ensure that there would be no compaction issue with the next higher level classification of Crime Laboratory Director (JC #8527SM), staff recommends increasing the salary for the Supervising Criminalist (JC #8526SM) classification by a one-time special adjustment of ten-percent (10.0%), effective August 9, 2020.

Further, staff recommends establishing one (1) new classification of Deputy Sheriff – SAN (JC #8603N) in ACSO, effective August 9, 2020. The creation of this classification was requested by ACSO to address its current staffing shortage due to low qualified applicants in recent recruitments and staff out on medical or COVID-19 related leave, and to provide relief to employees who are required to work mandatory overtime hours. Employees in the Deputy Sheriff – SAN (JC #8603N) classification will perform limited law enforcement on an as-needed basis and will primarily be assigned to work in the courts, detention facilities, and transport inmates to hospitals.

Staff also recommends establishing one (1) new classification of Transportation and Parking Manager (JC #0236SM) in GSA, effective August 9, 2020. The creation of this classification was requested by GSA and is warranted given the scope of work which is distinguished from the previously used countywide classification of Supervising Administrative Specialist (JC #0220SM). Due to a recent restructure, this new classification will oversee the Transportation and Parking and Messenger Units, manage the day-to-day logistics of various countywide transportation programs, and report to the Logistics Services Manager, GSA (JC #0184SM). Staff met and conferred and received agreement on the salary recommendation with the Alameda County Management Employees Association (ACMEA) General Government Unit. In addition, staff recommends amending the Article 3, Section 3-11, subsection 3-11.9 of the Salary Ordinance to include salary administration criteria for this one (1) new classification, effective August 9, 2020.

Lastly, at the request of ASCO to address ongoing recruitment and retention challenges, staff recommends establishing a hiring incentive program ("Program") in ASCO, effective August 9, 2020. The Program pays in the amount of \$10,000, \$12,000 and \$15,000 for newly hired or newly promoted employees in the classifications of Deputy Sheriff Recruit (JC #8601NM), Deputy Sheriff I (JC #8602NM), or Deputy Sheriff II (JC #8604NM) respectively, and paid in equal increments based on defined criteria over a four (4) year period. The said challenges faced by ACSO has recently been exacerbated by a shrinking qualified candidate pool, changing public opinion about the law enforcement profession, and a dramatic increase in competition for qualified safety personnel from neighboring jurisdictions that offer hiring bonuses and other enhanced benefits to attract lateral officers from other agencies. In addition, ACSO management reviewed exit interviews of 23 former officers between the period of January 2019 and June 2020, who left ASCO to work for other local agencies, which further supports the need to establish said Program in order to attract, hire and retain qualified and experienced officers in ASCO. This Program is consistent with the previous analysis and recommendations made by the staffing expert, which have been approved by your Board.

FINANCING:

Funds are available in the 2020-2021 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,



Joe Angelo, Director
Human Resource Services

c: CAO
Auditor-Controller
County Counsel
Director, GSA
Sheriff

By 
Kristy van Herick, Asst. County Counsel

O-2020-48

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2020 – 2021
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 to specify the following job codes, titles, and salaries, to be effective on August 9, 2020:

Job Code		Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status
0236	SM	Transportation and Parking Manager	R15	2871.20				3848.00	X
2218	SM	Capital Programs Manager	U15	5,389.60				6878.40	X
8526	SM	Supervising Criminalist	029	4571.20	4801.60	5041.60	5293.60	5558.40	X
8603	N	Deputy Sheriff – SAN	U13	41.12	43.18	45.34	47.61	49.99	N

SECTION II

Article 3, Section 3-11, Subsection 3-11.9 of the County of Alameda Salary Ordinance is hereby amended as follows:

3-11.9 - Persons occupying positions under Job Codes 0176PA, 0178SM, 0185SM, 0193EM, 0236SM, 0421SM, 0451SM, 2218SM, 2219SM, 7425SM, 9445SM, 9689M, 9690SM, 9691PA, 9692SM, 9693PA, 9695MA, 9698PA, 9699SM, or 9702SM may be compensated at any biweekly amount in the salary range for that class as determined by the Director, General Services Agency.

SECTION III

Article 3, Section 3-17, Subsection 3-17.54 of the County of Alameda Salary Ordinance is hereby added, to be effective on August 9, 2020.

3-17.54 – Persons newly hired or newly promoted into Job Codes 8601NM, 8602NM, or 8604NM shall receive a hiring incentive to be paid in equal increments over a four (4) year period as follows:

Deputy Sheriff Recruit (JC #8601NM) - \$10,000

- \$2,500 upon graduation from Basic Academy.
- \$2,500 after successfully completing the 18-month probationary period.
- \$2,500 after three (3) years of continuous service upon receipt of satisfactory annual performance evaluation.

- \$2,500 after four (4) years of continuous service upon receipt of satisfactory annual performance evaluation.

Deputy Sheriff I (JC #8602NM) - \$12,000

- \$3,000 first pay period after hire.
- \$3,000 after successfully completing the 18-month probationary period.
- \$3,000 after three (3) years of continuous service upon receipt of satisfactory annual performance evaluation.
- \$3,000 after four (4) years of continuous service upon receipt of satisfactory annual performance evaluation.

Deputy Sheriff II (JC #8604NM) - \$15,000

- \$3,750 first pay period after hire.
- \$3,750 after successfully completing the 12-month probationary period.
- \$3,750 after three (3) years of continuous service upon receipt of satisfactory annual performance evaluation.
- \$3,750 after four (4) years of continuous service upon receipt of satisfactory annual performance evaluation.

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 4th day of **August, 2020**, to with:

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

NOES: None

EXCUSED: Supervisor Haggerty – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30502
Agenda No: 52
Document No: O-2020-48



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