



Human Resource Services

Agenda July 24, 2018  
Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

July 11, 2018

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendments and One Memorandum of Understanding Amendment**

Dear Board Members:

**Recommendation:**

- 1) Adopt the following Salary Ordinance amendments:
  - a. Adjust the salaries for two classifications represented by the Service Employees International Union (SEIU) Local 1021 due to a re-organization of the classification structure and adjust the salary for an unrepresented classification of 0199N Accounting/Financial Support I, Services-As-Needed (SAN);
  - b. Establish eight new job classifications of job codes 6033SM Probation Community Re-Entry and Outreach Director, 6076SM Probation Contracts and Grants Administrative Manager and 8588CA Investigator, Probation Department in the Probation Department, 5695NM Vector Ecologist and 5694NM Assistant Vector Ecologist in the Health Care Services Agency, 3310SM District Attorney Administrative Chief of Staff in the District Attorney's Office, 0191SM Safety and Emergency Preparedness Program Manager, General Services Agency (GSA) and 1361NM Retirement Benefits Specialist in the Alameda County Employee Retirement Association (ACERA).
  - c. Establish two footnote provisions, one for 0293SM Personnel Services Manager and one for 0463SM Disability Program Administrator in the Human Resource Services Department;
  - d. Amend Section 3-12.82 to extend the termination date of the footnote for job code 5143SM Physician V through December 1, 2018 and amend Section 3-12.86 to include an additional job code of 5030SM Housing Services Administrator effective August 12, 2018.
- 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 Maternal Paternal Child and Adolescent Administrator classification effective August 12, 2018.

**Discussion/Findings:**

Due to the re-organization and the collapse of the Retirement Specialist series in the Alameda County Employee Retirement Association (ACERA), staff recommend adjusting the salaries of newly retitled job codes 1352NM Retirement Technician and 1353NM Senior Retirement Technician based on the market survey and by incorporating an existing footnote compensation and eliminating the footnote compensation going forward. The revised classifications will function as a two-level flexibly staffed classification with an entry-level at the lower level and a journey-level at the higher level. The journey-level is expected to handle the more complex assignments with minimal direction. Additionally, the classification of 1351NM Retirement Specialist I will be abolished.

On May 22, 2018, your Board authorized the salary for a new classification of Accounting/Financial Support I (SAN) Temporary Assignment Pool (TAP). This classification was established to supplement the existing Accounting/Financial Support II (SAN) TAP classification to provide operating departments temporary support in the areas of clerical accounting, general accounting and/or financial services duties. There was an administrative error with the salary range that was approved, and staff recommends the correct deep class salary range as outlined in the attached ordinance. Due to the wide range of assignments for this classification, the salaries should be a larger range than what was previously approved.

The new classification of 6033SM, Probation Community Re-Entry and Outreach Director is as a result of a recent reorganization in the Probation Department that establishes a new operational division in response to initiatives focused on public safety realignment service needs throughout Alameda County. This single position classification will be responsible for managing the new Re-Entry Services Division programs, operational activities and projects for the Probation Department. Additionally, the new classification of 6076SM Probation Contracts and Grants Administrative Manager, is being established to add a unique subordinate supervisory classification to assist with managing various administrative units that provide specialized contracts and grants management, administration and auditing services. The classification will be involved in planning, coordinating, supervising and reviewing the work of subordinate staff, instituting performance measurement standards, managing contractor performance and compliance across multiple complex service areas, and/or coordinating the grants management program for the Probation Department. The new classification of 8588CA Investigator, Probation Department is being established as part of the development of the new Office of Professional Standards within the Probation Department. The Investigators conduct background and internal affairs investigations for the Chief Probation Officer and perform related investigative duties as required.

The new classifications of 5694NM Assistant Vector Ecologist and 5695NM Vector Ecologist are being established in the Environmental Health Services Department in the Health Care Services Agency under the Alameda County Vector Control Services District (ACVCSD). The ACVCSD will be undertaking a number of existing surveillance testing that were/are conducted by other agencies as well as new research projects within the District. These new positions will focus on conducting and researching molecular and scientific testing methods for detecting various pathogens and pesticide resistance of vectors. The Vector Ecologist provides direct support to the Scientific Program Manager of the ACVCD and the Assistant Vector Control Ecologists receive direction from the Vector Control Ecologist.

The new classification of 3310PA District Attorney Administrative Chief of Staff is a management-level administrative classification that will provide direct support to the District Attorney (DA) and other DA classifications. This position will be responsible for managing and supervising small administrative units within the DA's Office and will assist in planning, organizing and coordinating the administrative processes and projects in the DA's Office. Duties will consist of coordinating structured activities, developing written legal and administrative policies and practices, managing project timelines and implementation of service delivery programs and other related assignments.

The new classification of 0191SM Safety and Emergency Preparedness Program Manager, General Services Agency (GSA) is as a result of an analysis of the current class structure within GSA. The position will develop, implement, manage, coordinate and evaluate the Department's safety and emergency preparedness program in addition to having countywide responsibility for ensuring the safety of county-owned buildings.

The new classification of 1361NM Retirement Benefits Specialist is being established as a result of a reorganization within the Alameda County Employee Retirement Association's (ACERA) Benefits Unit. It was determined that the creation of a fully functioning lead position to provide oversight over each unit with a team of Retirement Technicians would increase efficiency in operations. In addition, the Retirement Benefits Specialist will help oversee and handle more complex and technical benefits assignments and projects and assist the supervisor with administering the ACERA benefits program.

Currently, there is one Personnel Services Manager that oversees the Classification and Compensation Unit in the Personnel Services Division of the Human Resources Department who administers meet and confer sessions over the creation of new job classifications and the revisions of existing job classifications. The function of the meet and confers are assigned in addition to the day-to-day oversight of the classification and compensation unit. Therefore, staff recommends establishing an additional five percent (5%) compensation for the added responsibilities.

The Public Defender's Office requested that the Human Resources Department provide direct oversight of the day to day handling of their disability cases and transactions. Due to a pending staffing assessment of the Disability Programs Division, the Disability Program Administrator is being assigned to oversee this function until the completion of the pending staffing assessment. Staff recommends a five percent (5%) footnote for the additional responsibility during this interim period.

The Health Care Services Agency currently has a Physician V who is providing leadership, direction and oversight responsibilities as the Director of the Behavioral Health Care Services Department while continuing the regular day to day duties. The Agency is in need of extending the additional compensation provided for this position to perform these additional duties while they are in the process of filling the Director, Behavioral Health Care Services position permanently.

There is an existing footnote compensation for one job code 5094SM, Division Director, Behavioral Health Care Services, when providing oversight and direction for the integrated Mental Health Services Component for the Alameda County Care Connect

(AC 3)/Whole Person Care Project. Staff recommends expanding this footnote to include one additional job code of 5094SM when providing oversight and direction for the Housing Services Component for the AC3/Whole Person Care Project.

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 5086SM, Maternal Paternal Child and Adolescent Administrator, 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 August 12, 2018.

**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,

A handwritten signature in purple ink, appearing to read "Joe Angelo", is written over the typed name.

Joe Angelo, Director  
Human Resource Services

JA:my

Z:\Board Letters\07 24 18\ Salary Ordinance Amendments & SLA MOU Changes

Cc: CAO  
Auditor-Controller  
County Counsel  
CEO, ACERA  
Director, Health Care Services Agency  
Director, General Services Agency  
Probation Chief  
District Attorney

*Andrea S. Carlise*

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

0-2018-45

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 to specify the following salary rates, to be effective on the dates indicated below.

Job Code		Title		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0199	N	Accounting/Financial Support I (SAN) TAP (Hourly Rate)						
			06/03/2018	18.00				45.00
1352	NM	Retirement Technician						
			08/12/2018	2286.00	2404.50	2536.50	2667.00	2805.75
			06/30/2019	2360.25	2482.50	2619.00	2754.00	2897.25
1353	NM	Senior Retirement Technician						
			08/12/2018	2727.00	2871.75	3026.25	3181.50	3349.50
			06/30/2019	2815.50	2964.75	3124.50	3285.00	3458.25

SECTION II

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 on the dates indicated below.

Job Code		Title	EFF DATE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
0191	SM	Safety and Emergency Preparedness Program Manager, GSA						
			08/12/2018	3252.80				3952.00
			12/30/2018	3366.40				4090.40
1361	NM	Retirement Benefits Specialist						
			08/12/2018	2918.25	3072.75	3237.75	3404.25	3584.25
			06/30/2019	3012.75	3172.50	3342.75	3515.25	3700.50
3310	SM	District Attorney Administrative Chief of Staff						
			08/12/2018	4759.20				5783.20
			12/30/2018	4925.60				5985.60

Job Code	Title		EFF DATE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
5694	NM	Assistant Vector Ecologist	08/12/2018	2924.80	3071.20	3224.00	3385.60	3554.40
			06/30/2019	3020.00	3171.20	3328.80	3496.00	3669.60
5695	NM	Vector Ecologist	08/12/2018	3224.00	3385.60	3554.40	3732.80	3919.20
			06/30/2019	3328.80	3496.00	3669.60	3854.40	4046.40
6033	SM	Probation Community Re-Entry and Outreach Director	08/12/2018	5146.40				6258.40
			12/30/2018	5326.40				6477.60
6076	SM	Probation Contracts and Grants Administrative Manager	08/12/2018	4069.60				4945.60
			12/30/2018	4212.00				5118.40
8588	CA	Investigator, Probation Department	08/12/2018	3894.40				4712.00
			12/30/2018	4030.40				4876.80

### SECTION III

**Article 3, Subsection 3-12** of the County of Alameda Salary Ordinance is hereby amended by the following underlined language thereto of the following footnotes.

**3-12.82** ~~Effective April 28, 2013, Effective February 13, 2017~~, not to exceed one position under Job Code 5143SM, when assigned leadership, direction and oversight responsibilities as the Director of the County's Behavioral Health Care Services program in the Health Care Services Agency, the incumbent shall receive an additional five percent compensation. ~~This footnote is to sunset effective October 26, 2013. (BOS approved October 26, 2013 on 6/4/13) April 26, 2014 (BOS approved 11/5/13). This footnote shall sunset effective June 2, 2018 December 1, 2018. (BOS approved 5/23/17)~~

**3-12.86** Effective November 19, 2017, not to exceed one position under Job Code 5094SM and effective August 12, 2018, one position under Job Code 5030SM, when providing oversight and direction for the integrated Mental Health or Housing Services component for the Alameda County Care Connect (AC3) / Whole Person Care Project, shall receive an additional five percent compensation. This footnote is to sunset effective November 14, 2020. (BOS approved 11/7/17)

### SECTION IV

**Article 3, Subsection 3-13** of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following footnotes, to be effective August 12, 2018.

**3-13.21** Effective August 12, 2018, not to exceed one person occupying a position under Job Code 0293SM, when assigned, in addition to the regular assignment, direct responsibility of the meet and confer process for the creation of new job classifications and job specification revisions, shall receive an additional five percent (5%) compensation.

**3-13.22** Effective August 12, 2018, not to exceed one person occupying a position under Job Code 0463SM, when assigned, in addition to the regular assignment, direct oversight and responsibility for the disability services for the Public Defender's Office, shall receive an additional five percent (5%) compensation. This footnote shall sunset on August 10, 2019.

## SECTION V

**Article 3, Subsection 3-21** of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following language, eliminating the footnote effective August 11, 2018.

**3-21.94** Effective June 5, 2016, not to exceed eight positions of Job Code 1353NM, assigned to analyze and manage on a continuous basis the most complex Retirement Act of 1937 accounts, as a result of the Public Employee Pension Reform Act, requiring skill, expertise, sensitivity and judgment beyond that required of the journey-level position, shall receive an additional five percent compensation. This footnote shall sunset on August 11, 2018. (BOS approved 5/24/16)

## SECTION VI

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.

JA:my

Z:\Board Letters\07 24 18\ Salary Ordinance Amendments & SLA MOU Changes

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 7<sup>th</sup> day of August, 2018, to wit:

**AYES:** Supervisors Haggerty, Miley, Valle & President Chan – 4

**NOES:** None

**EXCUSED:** Supervisor Carson – 1

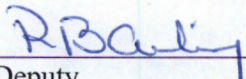
  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30168  
Agenda No: 45  
Document No: O-2018-45



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

Approved as to Form  
DONNA ZIEGLER, County Counsel



By \_\_\_\_\_

Ordinance No. O-2018-46

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 5086SM, Maternal Paternal Child and Adolescent Administrator 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 7<sup>th</sup> day of August, 2018, to wit:

**AYES:** Supervisors Haggerty, Miley, Valle & President Chan – 4

**NOES:** None

**EXCUSED:** Supervisor Carson – 1

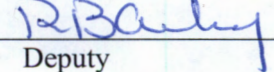
  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30168  
Agenda No: 45  
Document No: O-2018-46



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