

SECOND READING - CONTINUED FROM 7/22/25

AGENDA NO. _____ July 22, 2025



Lakeside Plaza Building
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July 22, 2025

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO UPDATE 1) SUBSECTION 1-1.1 TO INCREASE THE SALARIES FOR JOB CODES ("JCS") 0053, 0055, 0482, AND 2055 AND 2) ABOLISH SUBSECTIONS 3-17.20 AND 3-17.30; AND APPROVE THE JOB SPECIFICATION FOR THE UNCLASSIFIED CLASSIFICATION OF JC 0053

Dear Board members:

RECOMMENDATIONS

A. Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to increase the salaries for the classifications of: 1) Assistant Sheriff (Job Code ("JC") 0053) and 2) Undersheriff (JC 0055) by five percent (5%) effective September 14, 2025, by incorporating the additional duties outlined in subsections 3-17.20 and 3-17.30 of the Salary Ordinance into the job specification and maintaining the current salary differential between JCs 0053 and 0055, respectively; 3) Training and Education Center Customer Service Specialist (JC 0482) by four percent (4%) retroactive to July 6, 2025, granting the same general wage increase for said Unrepresented non-management classification related to the Service Employees International Union ("SEIU Local 1021"); and 4) Director of Public Works (JC 2055) by five percent (5%) effective August 3, 2025, maintaining a competitive salary compared to other public sector jurisdictions; and
- ii. Abolish Article 3, Section 17 (Sheriff), subsections 3-17.20 and 3-17.30 effective September 14, 2025.

B. Approve the job specification for the unclassified classification of Assistant Sheriff (JC 0053).

DISCUSSION/SUMMARY:

Currently, subsections 3-17.20 and 3-17.30 of the Salary Ordinance apply to employees in the Assistant Sheriff (JC 0053) classification, each outlining the expanded duties that warrant an additional five percent (5%) compensation of the base pay. Subsection 3-17.20 requires responsibility for department-wide operational, administrative and/or management issues and when continuously assigned to act for the Sheriff or Undersheriff in their absence, and subsection 3-17.30 requires managing and directing the Sheriff's Oakland Police Department relations and operations plans, serving as a member of the Committee of Sheriffs' Association and legislative matters relating to the Sheriffs' Association. Each Assistant Sheriff is currently assigned one (1) of these essential functions and is receiving an additional five percent (5%) compensation of their base salary.

The Alameda County Sheriff's Office submitted a request to the Human Resource Services Department to incorporate the duties outlined in subsections 3-17.20 and 3-17.30 into the job specification for Assistant Sheriff (JC 0053) and to increase the base salary by five percent (5%), to reflect the permanent nature of these added responsibilities.

Amending the Assistant Sheriff (JC 0053) salary as noted above will create compaction with the next higher-level classification of Undersheriff (JC 0055), which necessitates a special salary adjustment of five percent (5%) to maintain the appropriate salary differential between the supervisor and subordinate classifications.

Given the above, staff recommend your Board approve the attached new job specification for the Assistant Sheriff (JC 0053) incorporating the duties from subsections 3-17.20 and 3-17.30 and correspondingly, abolish said subsections from the Salary Ordinance following the adoption of the job specification. In addition, staff also recommend a five percent (5%) salary adjustment for the classifications of Assistant Sheriff (JC 0053) in recognition of the expanded duties, and Undersheriff (JC 0055) to maintain the appropriate salary differential between the classifications.

Historically unrepresented non-management classifications related to SEIU Local 1021 have received the same general wage increases and benefit changes as SEIU Local 1021. The Training and Education Center Customer Service Specialist (JC 0482) classification underwent a union code change effective June 22, 2025 and should receive the same four percent (4%) general wage increase effective July 6, 2025, as approved by your Board for SEIU Local 1021 on June 18, 2024. To maintain consistency, staff recommend applying the four percent (4%) increase retroactively to July 6, 2025.

Lastly, following a review of the current salary of the Director of Public Works (JC 2055) classification, staff recommend increasing the salary by five percent (5%) to remain competitive with comparable positions in other public sector jurisdictions, effective August 3, 2025.

SELECTION CRITERIA:

N/A


FINANCING:

Funds are available in the 2025-2026 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the applicable recommendations.

VISION 2036 GOAL:

The recommendations 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:

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Margarita Zamora, Director
Human Resource Services

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

Ordinance No.

By Kristy van Herick
Kristy van Herick, Assistant County CounselAN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2024-2025
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 thereto of the following job codes, titles and salaries effective on the dates shown below:

Job Code	MC	Classification Title	Unit Code	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA
0053	EM	Assistant Sheriff	051	09/14/2025					11,634.40 12,216.00	X
0055	EM	Undersheriff	051	09/14/2025					12,608.80 13,239.20	X
0482	NM	Train And Ed Ctr Cus Srv Spec	039	07/06/2025	2,688.80 2,796.00	2,823.20 2,936.00	2,964.00 3,082.40	3,112.00 3,236.80	3,268.00 3,398.40	N
2055	EM	Director of Public Works	051	08/03/2025	8,848.00 9,290.40				11,550.40 12,128.00	X

SECTION II

Article 3, Section 3-17, subsections 3-17.20 and 3-17.30 of the County of Alameda Salary Ordinance are hereby deleted in its entirety effective September 14, 2025.

~~**3-17.20**—Effective April 4, 2021, not to exceed one (1) employee in Job Code 0053 when, in addition to the regular assignment, is also responsible for department wide operational, administrative and/or management issues and when assigned on a continuing basis to act for the Sheriff or Undersheriff, shall receive an additional five percent (5%) compensation of the base pay. Effective June 23, 2024, not to exceed two (2) employees in JC 0053 shall receive this footnote. The expansion of this footnote is temporary and will be subject to review by the Director of Human Resource Services on or before June 1, 2025, and annually thereafter (BOS approved 3/23/21) (BOS approved 6/18/24)~~

~~**3-17.30**—Not to exceed one person under Job Code 0053EM, when assigned the managing and directing of the Sheriff's Oakland Police Department relations and operations plans, actively serving and sitting as a member of the Committee of Chiefs and Sheriffs Association and serving on the state Sheriffs' Association on legislative matters, in addition to his/her regular duties, shall receive an additional 5 percent compensation.~~

SECTION III

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.

COUNTY OF ALAMEDA

Classification Action for Classifications in the Unclassified Civil Service

Approve the new job specification for the unclassified classification of Assistant Sheriff, Job Code 0053, effective September 14, 2025:

County of Alameda

0053

ASSISTANT SHERIFF

DESCRIPTION

Under minimal supervision, plans, organizes, directs, and coordinates multiple major divisions of the Sheriff's Office, including law enforcement operations, police services, countywide services, detention and corrections, support services, and administration.

DISTINGUISHING FEATURES

The Assistant Sheriff is an unclassified executive management classification located in the Sheriff's Office. Employees in this classification receive general direction from the Sheriff or Undersheriff and provide highly responsible and complex administrative support to senior-level management within an assigned area of specialization. These positions are expected to develop and implement program goals, policies and priorities; exercise direct and indirect supervision over lower-level supervisory, professional, technical, and clerical employees and may serve as the designated third in command acting on behalf of the Undersheriff or Sheriff in their absence.

The classification of Assistant Sheriff is distinguished from the next higher classification of Undersheriff in that the latter has a broader level of responsibility over all major areas of the Sheriff's Office.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each employee in the classification does not necessarily perform all duties listed.

1. Plans, organizes, coordinates, and directs the programs and activities of multiple divisions within the Sheriff's Office.
2. Consults and cooperates with other department managers on relevant aspects of the agency; discusses organizational problems, develops alternative strategies for handling any issues; assists in implementation of solutions as necessary.
3. Monitors current and proposed federal, state, and local legislation to assess its impact and to develop the County's legislative response either in support or opposition to such legislation.
4. Assists in the preparation and administration of the Sheriff's Office budget.
5. Directs and counsels assigned staff in the planning, budgeting, and record systems needed to monitor and evaluate the effectiveness of assigned program responsibilities.
6. Represents the Sheriff and/or Undersheriff at meetings, conferences, public functions, and committee

- meetings as assigned.
7. Develops and plans new or revised programs for more effective law enforcement and crime prevention and presents recommendations to the Undersheriff.
 8. Participates in and makes recommendations on employee disciplinary matters.
 9. May be responsible to act for the Sheriff or Undersheriff on a continuing basis for department-wide operational, administrative, and/or management issues.
 10. May be responsible for managing and directing the Sheriff's Oakland Police Department relations and operations plans, actively serving and sitting as a member of the Committee of Chiefs and Sheriff's Association and serving on the state Sheriffs' Association on legislative matters.
 11. Performs a variety of special assignments; prepares complex analytical and statistical reports in any of several areas of assigned responsibility.

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree from an accredited college or university.

Substitution:

Possession of a California Commission of Peace Officer Standards and Training (P.O.S.T.) Advanced Certificate may be substituted for the bachelor's degree.

AND

Experience:

The equivalent of five (5) years of increasingly responsible peace officer experience performing a wide variety of administrative and managerial duties in a large law enforcement agency, two (2) years of which must be in the sworn rank of Captain or above.

Special Requirement:

Successful completion of a thorough background investigation.

License:

Possession of a valid California Motor Vehicle Operator's license.

KNOWLEDGE AND ABILITIES

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and law enforcement problems.
- Principles and modern methods of law enforcement administration, including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration.
- Applicable federal, state and local laws, codes, ordinances, and court decisions applicable to the assigned bureaus or divisions.
- Current trends in the field of law enforcement administration, including legislative developments.
- Principles of employee supervision and personnel management, including training, disciplinary action and modern information systems.

Ability to:

- Coordinate departmental program objectives with the general goals of the total organization and its various operations.

- Direct and participate in the analysis of a wide variety of moderate to complex administrative/operational problems and make effective operational and procedural recommendations.
- Develop and administer policies, guidelines, and procedures on a wide variety of law enforcement issues.
- Interpret complex regulations, laws, and guidelines.
- Establish and maintain effective working relationships with others, especially in sensitive relationships with representatives of other agencies or governmental units and citizen groups.
- Negotiate agreements between differing individuals and groups of individuals; deal tactfully and persuasively with others in controversial situations.

NewSpec 0053.docx

RE:sa 07/01/25

BOS Date: